RURAL DEVELOPMENT

RCFTS
User's Guide

Rural Community Facilities
Tracking System

March 2000

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SECTION 1.0

RURAL COMMUNITY FACILITIES TRACKING SYSTEM
(RCFTS)

USER'S GUIDE INTRODUCTORY CHAPTER

1.1   INTRODUCTION

The purpose of this User's Guide is to help the user of the Rural Community Facilities Tracking System (RCFTS) utilize the system properly and efficiently. This guide will assist the user in the following activities:

- Accessing RCFTS on a multifunction workstation,

- Entering new data,

- Modifying existing data,

- Retrieving information from the system (management reports),

- Understanding system screens and data elements, and

- Accessing and understanding RCFTS and a portion of the FOCUS Reporting system.

1.2 STRUCTURE OF THE SYSTEM

The RCFTS is located on an IBM 3090 computer system in the USDA's Kansas City Computer center. Two separate subsystems are involved: the Community Programs and the Business and Industry systems. (These will be denoted CP and BI, respectively.) Each of these systems contain three (3) record types: Borrower data, Facility data, and Loan/Grant Request data.

The Community Programs subsystem contains the records for the Water and Waste Disposal (WWD), Community Facility (CF) Loan and Grant program areas and certain Business Programs (BP) Loan and Grant program areas. WWD, CF, and BP administered programs such as Watershed, RC&D, Flood Prevention loans, Appalachian Regional Commission (ARC) grants, Emergency Water Disaster Assistance Grants (Section 306A and 306B-ECWAG), WWD Loans and Grants (Section 306C Colonias), Solid Waste Management Grants, Training and Technical Assistance Grants, Recreation, Rural Health Initiatives Loans, Rural Business Enterprise Grants/Television Demonstration Grants (formerly IDG Grants), Rural Technology and Cooperative Development Grants, 601 Energy Impacted Area Development Assistance Grants, Nonprofit National Corporation (NNC) Guaranteed Loans and Grants, and Economic Opportunity Cooperative (Unincorporated) loans are also in the Community Programs subsystem.

The Business and Industry subsystem contains records for the Business and Industry Direct and Guaranteed (B&I) Program area, including the Drought and Disaster (D&D), Disaster Assistance for Rural Business Enterprises (DARBE), and B&I Disaster (BID) guaranteed loans, Health and Human Services (HHS) Rural Development Loan Fund loans, Intermediary Relending Program (IRP) and IRP Disaster (IRPD) loans, and Economic Opportunity Cooperative loans (incorporated).

Records for Applicants/Borrowers for loans and grants from earmarked funds under the Empowerment Zones/Enterprise Communities (EZ/EC) Presidential Initiative are contained in the respective Business and Industry and Community Programs Subsystems for the following programs: B&I guaranteed loans (BIZ), IRP loans (IRPZ), Rural Business Enterprise Grants, CF loans and grants, and WWD loans and grants. Information on projects from regular program funds which are located in Champion Communities (applicants who applied under the Presidential Initiative but did not receive an EZ/EC designation) is also tracked for loans and grants in the above-mentioned programs.

Although each subsystem contains similar types of records, each subsystem record may only be accessed while in that subsystem. For example, Community Facility Borrower records may only be accessed while in the CP subsystem.

The following chart represents the relationships of these record types within CP and BI subsystems.

Record Type

```
┌─────────────────┐
│    Borrower     │
│                 │
└─────────────────┘
         │
         ↓
┌─────────────────┐
│    Facility     │
│                 │
└─────────────────┘
         │
         ↓
┌─────────────────┐        ┌─────────────────┐
│   Loan/Grant    │        │   Subsidiary    │
│    Request      │  →     │                 │
│                 │        │                 │
└─────────────────┘        └─────────────────┘
```
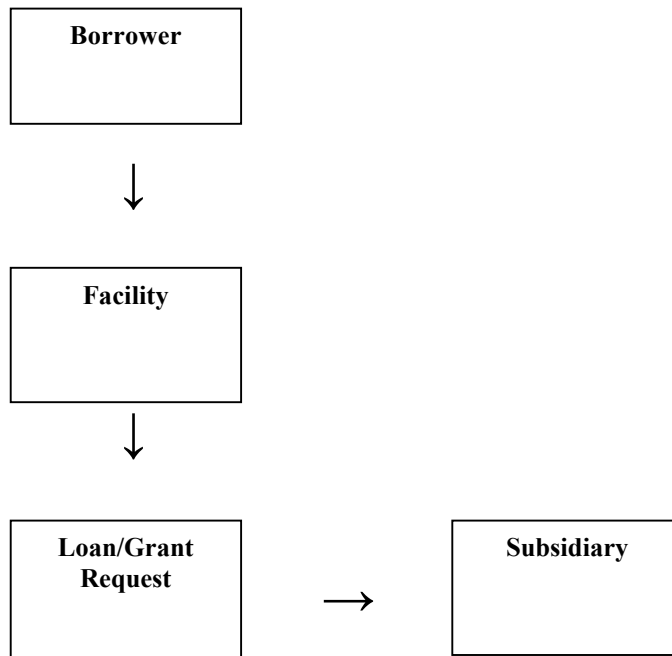
The Borrower screens contain information that is applicable to the borrower regardless of the different types of facilities or number of loans (i.e., address, contact person, etc.).

The Facility screens contain information specific to each different type of facility for the borrower (i.e., water/sewer/fire, etc.) including Compliance Review and Security Inspection followups and current number of users, Lender/Borrower visits, and Job Audit information.

The Loan/Grant Request screens contain information that is applicable to each loan/grant made (i.e., amounts, repayment information, status, lender, and servicing information on guaranteed loans, etc.).

The CP Subsidiary screens contain a more detailed breakdown of information for Waste Disposal and Community Facility loans.

As the diagram suggests, a Facility data record is dependent upon a Borrower data record, and a Loan/Grant Request data record is dependent upon a Facility data record. In CP only, a Subsidiary data record is dependent upon a Loan/Grant Request data record.

Each Borrower record may have multiple Facility records; each Facility record may have multiple Loan/Grant Request records; and in CP, each Loan/Grant Request record may have multiple Subsidiary records.

1.3   RCFTS SCREEN INFORMATION

Each subsystem contains a series of screens. The screens for each subsystem are formatted in the same manner. Standard headers and footers are used on all screens. Figure 1 - 1 displays an example of the standard screen format, with standard headers (top) and footers (bottom).

Figure 1 - 1

```
 TSMRCFTT                       RURAL   DEVELOPMENT
                                 RCFTS SYSTEM                      DATE:
                                  MAIN MENU                        TIME:
 ****************************************************************************
                     1     COMMUNITY PROGRAMS
                     2     BUSINESS AND INDUSTRY
                     3     C.P. TABLE MAINTENANCE
                     4     B & I TABLE MAINTENANCE
                     5     SYSTEM MAINTENANCE

  PROGRAM SELECTION:




 ============================================================================
   F1 - HELP     ALT+F10 - END SESSION
 V10
```

- <u>Standard Headers</u> - The top of the screen contains the following information:

    1. Screen identification number.

    > **NOTE**: In this document, the prefix TSMU, which appears on the screen display, has been omitted for clarity. For example, Screens TSMUCP10 and TSMUBI32 are referred to as Screens CP10 and BI32.

    2. Current time.

    3. Current date.

    4. System and subsystem title.

    5. Screen title.

    6. Access the user is allowed (UPDATE or BROWSE).

    7. User ID number.

- <u>Standard Footers</u> - This is the information below the screen which contains the following information:

    8. A partial listing of the function keys available to the user. When the user is in the UPDATE mode, the **F6** (DEL RECORD) and **F9** (RESTORE SCREEN) options will be displayed in this listing. These options are not available if the user is in BROWSE mode.

    9. A space reserved for messages to the user. These messages are generated from the RCFTS and will help the user process information.

        For example,   "RECORD SUCCESSFULLY ADDED,"
                          "RECORD SUCCESSFULLY DELETED,"
                          "BORROWER NAME IS A REQUIRED FIELD."

1.4   STATUS LINE

NOTE: Depending upon the type of system you are in (i.e., XPERT, LAN, WAN), login procedures may vary.

1.5   PC KEYBOARD INFORMATION

1.5.1   Function Keys

The PC terminal communicates with the Kansas City Computer Center's mainframe using various telecommunications system software, and a 3270 keyboard emulation. There are ten (10) or twelve (12) function keys (depending on model of PC and keyboard). Used alone (Normal), or with the Shift, Control (Ctrl), and Alternate (Alt) keys, these can provide up to forty (40) different operations.

1.5.2 Standard Program Function Keys

In the RCFTS System, the following function keys are standardized to perform the same operation on all screens.

<u>KeyFunction</u>

F1   Help.
(Position the cursor on the data element field for which Help is needed - Press **F1** - Information for that data element will be displayed on the screen.)

F2   Retrieve Previous Record within that record type
(e.g., the previous Facility record is retrieved when the user is working on a Facility screen, or the previous Loan record if on a Loan screen.)

F3   Retrieve Next Record within that record type
(e.g., the next Facility record is retrieved when the user is working on a Facility screen, or the next Loan record if on a Loan screen.)

F4   Return to Applicant/Borrower Summary screen.
(Used to request a different screen for the same applicant/borrower.)

F5   Return to Update Menu.
(Used to request a different applicant/borrower.)

F6   Delete a Record.
(Will delete the Applicant/Borrower, the Facility, and/or a Loan/Grant record.)

F7   Display Previous Screen.
(Used to access the previous screen; e.g., if on Screen CP05, will display CP04.)

  F8   Display Next Screen.
        (Used to access the next screen; e.g., if on Screen CP05, will display
        CP06.)

  F9   Restore Screen.
        (Erases changes which have not been saved and allows screen to return to
        the original information.)

  F10   Return to the Main Menu.
        (Used to move from CP to BI or to logoff the system.)

1.5.3 The ENTER Key

Some keys will behave differently than expected while connected to the Kansas City
Computer Center. The most obvious is the ENTER key. The RETURN key of the
keyboard will not work. Instead, the $+$ or the ENTER key is used depending on the PC
model and keyboard. This is located on the far right side of the keyboard, next to the
numeric keypad. In this document, this key will be referred to as the $+$ (ENTER) key.
When this document uses the RETURN key, it is referring to the PC RETURN key
(<--).

1.6 PURPOSE OF THE SYSTEM

RCFTS is to be used by all levels of Rural Development to manage the loan making and
servicing of all Community Programs and Business Programs. It contains information for
all Preapplications/Applications, Loans/Grants/Guarantees in the processing and
construction stages, and all borrowers in operation. The information is also used to
retrieve data for Freedom of Information requests at all levels and to provide information
for Congressional activities, as well as providing information to help maintain the
servicing of the portfolio.

1.7   RESPONSIBILITIES

It is the responsibility of each and every user of the Kansas City Computer Center to:

1.   Maintain the integrity of the information contained within the system.

2.   Insure that access to privileged information is consistent with policies and procedures practiced by Rural Development and the USDA.

3.   Protect passwords and user ID numbers of all data communication systems from disclosure to unauthorized personnel. Each user will have their own unique ID code and password. For the FOCUS Reporting system, only designated persons in each Field Office have a FOCUS ID and password.

It is the State Program Manager's responsibility to ensure that all updates are made in a timely manner and RCFTS is maintained in a current status for both CP and BI. The Program Manager may delegate RCFTS responsibility for daily system updates to the Field Office staff for CP. The Program Manager should appoint an RCFTS Coordinator to monitor RCFTS and to train Field Office personnel.

A system must be implemented in each office so that some person is responsible for every data element in RCFTS. If that person does not actually update RCFTS, they should be responsible for getting the information to the person doing the updates.

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SECTION 2.0

ACCESS AND USE OF THE RCFTS SYSTEM

2.1 USER IDs

Each user is furnished with a unique user ID and a corresponding password. Security of this ID/password combination is the responsibility of the user. The ID/password should not be given to another user, nor should it be written down where an unauthorized person could have access to it. The user ID functions as an internal designator to indicate the subsystem (CP or BI) and the mode (UPDATE or BROWSE-see APPENDIX G, GLOSSARY for definition) that the user is allowed access. Do not confuse the RCFTS Update System user ID with the FOCUS Reporting System user ID. Kansas City IDs issued under the former Farmer Home Administration (FmHA) cannot be used to access Rural Development program data.

2.2 RECORDS WITHIN EACH SUBSYSTEM

The CP Subsystem and the BI Subsystem both contain three types of records: Borrower, Facility, and Loan/Grant.

In each subsystem, there must be a Borrower record in order to create a Facility record; and there must be a Facility record to create a Loan/Grant Request record. In CP there must also be a Loan/Grant Request record in order to have, or create, a Subsidiary record). Deleting a Borrower record will also delete the Facility, Loan/Grant Request, and Subsidiary records (for CP); deleting a Facility record will also delete the Loan/Grant Request records. In the CP system, deleting the Loan/Grant Request record will also delete the Subsidiary records.

All data in a record is processed (added, modified, or deleted) via formatted screens. The screens used to build each type of record are listed below.

Record	Screen(s)	Subsystem(s)	Screen #
Borrower	Applicant/Borrower (Part 1)	All	CP03, BI53
	Applicant/Borrower (Part 2)	All	CP04, BI54
	Applicant/Borrower (Part 3)	BI	BI5B
Facility	Facility (Part 1)	CP	CP05
	Facility (Part 2)	CP	CP06
	Facility (Part 3)	CP	CP07
	Facility (Part 4)	CP	CP07B
	Facility	BI	BI55
Loan/Grant Request	Funding and User Information (Part 1)	CP	CP08
	Funding and User Information (Part 2)	CP	CP09
	Relending Programs Information (Ultimate Recipients)	CP	CP09A
	Funding and Cost Information (Part 1)	CP	CP10
	Interest Rate History	CP	CP10A*
	Funding and Cost Information (Part 2)	CP	CP11
	Status and Tracking Information	CP	CP12
	Subsidiary Tracking Information (Community Facilities)	CP	CP13
	Subsidiary Tracking Information (Water & Waste)	CP	CP14
	Servicing and Other Information	CP	CP15
	Graduation Information	CP	CP16
	Lender Information	CP	CP17*
	Cond Comm & Servicing Information	CP	CP18*
	Finance Office Information	CP	CP19*
	Lender Information	BI	BI56
	Joint Funding and Loan Information	BI	BI57
	Current/History Status Information	BI	BI58
	Cond Comm & Servicing Information	BI	BI59
	IRP Ultimate Recipient Information		BI9A
	Loan Servicing Information	BI	BI60
	Graduation Information	BI	BI61
	Finance Office Information	BI	BI65

In RCFTS, records are processed similarly in each subsystem.

---

* NOTE: These screens can only be accessed for CP guaranteed loans.

2.3   UPDATE MENU SCREEN FOR ALL PROGRAMS

Figure 2 - 1

```
TSMGCP00                       RURAL DEVELOPMENT
                             COMMUNITY PROGRAMS                          DATE:
                                   MENU                                  TIME:
***************************************************************************

PLEASE ENTER BORROWER DATA (FIRST BORROWER IS DEFAULT)

    NAME:

    - OR -
          ST   CTY  ID NUMBER
    CASE:

ENTER UPDATE CODE: U

         C  - CHANGE KEY FIELDS
         U  - UPDATE/ADD/BROWSE BORROWER, FACILITY, LOAN
              (TO ADD - ENTER BOTH NAME AND CASE)


================================================================================

  F10 - MAIN MENU
```

Once the user is allowed access to either the CP or BI subsystem, an update menu is
displayed that allows the user to select a borrower where a record can be added or
updated. Users can only access records within their servicing area. The options and
instructions are described as follows.

2.4 APPLICANT/BORROWER SUMMARY SCREEN FOR ALL PROGRAMS

Figure 2 - 2 CP

```
TSMGCP01                   RURAL DEVELOPMENT
                         COMMUNITY PROGRAMS                  DATE:
                      APPLICANT / BORROWER SUMMARY           TIME:
**************************************************************************
      NAME:                               CASE

SLCT REQ FACILITY  |LOAN:    GUAR/          CLOSED  |GRANT:
CODE NBR    ID     |STAT NBR DIR    AMOUNT    DATE  |STAT NBR     AMOUNT
==================|===================================|=======================
                  |                                   |
                  |                                   |
                  |                                   |
                  |                                   |
                  |                                   |
                  |                                   |
==================================================================
A-BORROWER 1    G-FUNDING & USER 1    M-SERVICING          F2-PREV BORROWER
B-BORROWER 2    H-FUNDING & USER 2    N-GRADUATION         F3-NEXT BORROWER
C-FACILITY 1    I-FUNDING & COST 1    O-LENDER INFORMATION F5-UPDATE MENU
D-FACILITY 2    J-FUNDING & COST 2    P-COND COMM/SERVICE  F7-SCROLL BWD
E-FACILITY 3    K-STATUS & TRACKING   Q-FIN OFFICE INFO    F8-SCROLL FWD
F-FACILITY 4    L-SUBSID. TRACKING    R-INT RATE HISTORY   F10-MAIN MENU
```

Figure 2 - 3 BI

```
 TSMGBI51                        RURAL DEVELOPMENT
                               BUSINESS AND INDUSTRY                     DATE:
                             APPLICANT / BORROWER SUMMARY                TIME:
 ***************************************************************************
      NAME:                                        CASE

      SELECT     FACILITY   REQ |LOAN:       GUAR/                    DATE
       CODE        ID       NBR |NBR STATUS  DIR         AMOUNT       CLOSED
        =       ===============|=========================================
                               |
                               |
                               |
                               |
                               |
                               |
                               |

    ===============================================================================
     A=BORROWER 1       D=FACILITY            G=CURRENT/HIST STATUS  J=GRADUATION
     B=BORROWER 2       E=LENDER INFORMATION  H=COND COMM/SERVICE    K=FIN OFC INFO
     C=BORROWER 3       F=JOINT FUNDING/LOAN  I=SERVICING INFO

     F2=PREV BORROWER  F3=NEXT BORROWER       F7=SCROLL BWD          F8=SCROLL FWD
     F5-UPDATE MENU    F10=MAIN MENU
```

The Applicant/Borrower Summary screen (CP01 for Community Programs - Figure 2 - 2, and BI51 for Business and Industry - Figure 2 -3) contains a concise listing of all the loan/grant activity for each borrower with corresponding current status codes, amounts, and dates the loans/grants were closed.

If the loan is guaranteed, a "G" displays in the GUAR/DIR column. If the loan is not guaranteed, a "D" displays in the GUAR/DIR column. If the loan source has not been determined or the loan is a grant only, then the GUAR/DIR column will remain blank.

This Applicant/Borrower Summary screen is used to select the desired screen to display a Borrower, Facility, or Loan/Grant record for a particular request.

The screens which can be accessed are listed at the bottom of this screen along with a preceding letter. The letter should be entered in the select code column on the line of the request for which the screen is to be displayed. In addition, the user can access the appropriate blank screens needed to add new Facility and Loan/Grant Request records for the selected borrower. (To add a new borrower, you must use the Community Programs Menu screen CP00.)

> **NOTE**: To see additional records listed for a particular applicant/borrower, use the **F8** function key to scroll to the next Applicant/Borrower Summary screen.

2.5   GENERAL PROCESSING INSTRUCTIONS

1.   **To enter information into date fields:**

Dates are displayed on RCFTS screens as MM/DD/YY. However, RCFTS will not accept slashes (/) when the user enters a new date. Therefore, dates must be entered in one of three methods. An example of each method is as follows.

Method 1. Enter the date 12/31/99 if none currently exists.

a.)   Type **123199** in the blank field. This will display as "123199."

b.)   Press the **+** (ENTER) key. The slashes will automatically be added.

Method 2. Modify the date already displayed on the screen to 12/31/99.

a.)   Type **123199** in the field over the existing date. This will display as "12319999."

b.)   Press **Ctrl-F6** (ERASE END OF FIELD) simultaneously, this removes the two extra numbers at end of field.

c.)   Press the **+** (ENTER) key.

Method 3. Modify the date already displayed on the screen to 12/31/99.

a.)   Type **12** over the existing month.

b.)   Press the **right arrow** key (->), once.

c.)   Type **31** over the existing day.

d.)   Press the **right arrow** key, once.

e.)   Type **99** over the existing year.

f.)   Press the **+** (ENTER) key.

2.   **To receive <u>HELP</u> information about any field on any screen:**

a.)   Place the cursor on the desired field.

b.)   Press the **F1** (HELP) key.

This will display text that will help the user decide what to enter. For example, if the **F1** key is pressed when the cursor is on the STATUS CODE the acceptable codes will be displayed on the screen, or reference will be made on where to find the information.

3.   **To quickly access a summary screen:**

From the Update Menu screen, the user may quickly access a summary screen for a specific borrower by typing just the first four letters of the actual name. For example, if the user would like to see the records for, "POLE, NORTH, CITY OF," the abbreviation **POL** may be typed, instead of the entire name. When the file is searched, if a Borrower record by the specified abbreviation is not found, the Applicant/Borrower Summary screen for the next possible record in alphabetical order is displayed.

This quick access method may also be used in conjunction with the **F3** (NEXT RECORD) key if, for instance, the user would like to see the record, "POLE, SOUTH, CITY OF." The **F3** key (accesses the next record in alphabetical order within the user's current state) may be pressed repeatedly until the desired record is on the screen.

4. **To move to the next screen** [e.g., from the Applicant/Borrower (Part 1) screen to the Applicant/Borrower (Part 2) screen or from the Facility screen to the Loan/Grant Request screen]:

   a.) If desired, save any changes by pressing **+** (ENTER) key.

   > **NOTE**: If any changes are not saved, they will be lost when the next step is performed.

   b.) Press the **F8** key once for the next screen. Keep pressing the **F8** key until the desired screen appears.

   > **NOTE**: Rather than using the **F8** key, you may press **F4** to return to the Applicant/Borrower Summary screen. Type the **letter of the screen** you want to access. Press the **+** (ENTER) key. This method will be faster if you want to go forward more than two screens.

5. **To move to the previous screen** [e.g., from the Applicant/Borrower (Part 2) screen to the Applicant/Borrower (Part 1) screen]:

   a.) If desired, save any changes by pressing **+** (ENTER) key.

   > **NOTE**: If any changes are not saved, they will be lost when the next step is performed.

   b.) Press the **F7** key once for the previous screen. Keep pressing the **F7** key until the desired screen appears.

   > **NOTE**: Rather than using the **F7**, you may press **F4** to return to the Applicant/Borrower Summary screen. Type the **letter of the screen** you want to access. Press the **+** (ENTER) key. This method will be faster if you need to go back more than two screens.

6.   **To display/retrieve the Previous or Next record:**

      a.)   If desired, save any changes by pressing ✛ (ENTER) key.

> **NOTE**: If any changes are not saved, they will be lost when the next step is performed.

      b.)   Press the **F2** (PREV RECORD) key to display the previous record. (If on a borrower screen, you will get previous borrower. If on a loan screen, you will get the previous loan.)

      c.)   Press the **F3** (NEXT RECORD) key to display the next record. (You will get the next borrower, next facility, or next loan depending on which screen is displayed when **F3** is pressed.)

> **NOTE**: If a previous or next record does not exist, an appropriate message will be displayed.

7.   **To return to the APPLICANT/BORROWER SUMMARY:**

Press the **F4** (APP/BORR SUMMARY) key.

8.   **To return to the UPDATE MENU:**

Press the **F5** (UPDATE MENU) key.

9.   **To return to the MAIN MENU, TSMRCFTS:**

Press the **F10** (MAIN MENU) key.

10. **To restore or refresh the screen:**

Press the **F9** (RESTORE SCREEN) key.

This will erase all changes which have been entered to the record, but which have not been saved [by pressing the $+$ (ENTER) key] and will restore data to the way it was originally.

2.6   LOGGING ON TO RCFTS

To logon to RCFTS, perform the following procedure:

> **NOTE**: Depending upon the type of computer configuration and system you are in (i.e., XPERT, LAN, WAN), login procedures may vary.

1.   Use your OTIS ID at the NCC screen to proceed with login.

2.   At menu choose the number that corresponds to ASLDCMFH. This is the RCFTS system.

3.   Press the ＋ (ENTER) key. [The ＋ key next to the numeric keypad on the right side of the keyboard is used as the enter key while logged in the Kansas City computer.]

4.   Type the **USER ID** in the designated field, then press the **TAB** key to move the cursor to the PASSWORD field.

5.   Type the **password** and press the ＋ (ENTER) key. For security, the password will not be visible on the screen. If the signon procedure is successful, the screen will display the Online Subsystem Selection Menu screen (Figure 2 - 4).

6.   Using the **TAB** key, move the cursor to the field labeled RCFTS.

7.   Type **X** and press the ＋ (ENTER) key. The system will display the RCFTS Main Menu screen. (See Figure 2 - 5).

Figure 2 - 4

```
*******************************************************************************
*******************************************************************************
*******        O N L I N E    S U B S Y S T E M    S E L E C T I O N     *******
*******                         M E N U                                  *******
*******                                                                   *******
*******                                                                   *******
*******        SELECT FROM THE FOLLOWING LIST THE SUBSYSTEM THAT YOU      *******
*******        WISH TO ACCESS! DENOTE YOUR SELECTION BY AN (X), THEN      *******
*******        DEPRESS THE ENTER BUTTON.                                  *******
*******                                                                   *******
*******     ADPS        RCFTS        OTHERS      MAIL        SIGNOFF      *******
*******     RMS         CASHLINK     APROPTN     AMAS        CHNGDATA     *******
*******     ADPC        DFIS         RESTORE     ACQD        USR-MSG      *******
*******     ABS         DPSTBAL      IRSOFFST    NAS                      *******
*******     CSH TRKG    DCGRS        INT RATE                            *******
*******                                                                   *******
*******                                                                   *******
*******                                                                   *******
*******                     MESSAGES? (Y/N) N                             *******
******                                                                     ******
*******************************************************************************
*******************************************************************************
```

Figure 2 - 5

```
 TSMRCFTT                       RURAL   DEVELOPMENT
                                RCFTS SYSTEM                        DATE:
                                 MAIN MENU                          TIME:
 **************************************************************************
                     1     COMMUNITY PROGRAMS
                     2     BUSINESS AND INDUSTRY
                     3     C.P. TABLE MAINTENANCE
                     4     B & I TABLE MAINTENANCE
                     5     SYSTEM MAINTENANCE


  PROGRAM SELECTION:




 ================================================================================
   F1 - HELP      ALT+F10 - END SESSION
 V10
```

> **NOTE**: Please read messages before leaving the screen. There may be messages
> regarding changes to RCFTS or RCFTS FOCUS reports.

8.   Type the **number of the desired subsystem** and press the ✛ (ENTER) key.
       (Type **1** for access to CP or **2** for access to BI.)

9.   If the user ID is not authorized access to the RCFTS System, the system will not
       accept the input. The user must press **Ctrl-F5** simultaneously, and logoff as
       described in Section 2.13.

2.7 ADDING NEW BORROWER, NEW FACILITY, NEW LOAN/GRANT, AND/OR NEW SUBSIDIARY RECORDS

After the user is logged on to RCFTS, request the appropriate subsystem (CP or BI). An Update Menu will be displayed.

1.   **To add a new borrower to the file:**

> **NOTE:** The first line of both the **NAME** and the **CASE** number must be entered
> on the menu screen to add a new borrower.

a.) Type the **NAME** and **CASE** number on the Update Menu screen (CP00).
Type as much of the name as possible on this line to identify the borrower.

Example 1 - Rural Water District No. 3, Osage County
Type as - **Osage Co, RWD No. 3**

Example 2 - Town of Alexandria
Type as - **Alexandria, Town of**

Example 3 - John W. Taylor
Type as - **Taylor, John W.**

Enter the entire **CASE** number, as follows:

ST: Type the **State** code in which the applicant/borrower is located
(numeric, 2 digits).

CTY: Type the **County** code in which the applicant /borrower is located
(numeric, 3 digits).

ID NUMBER: (Also referred to as the IRS Tax Identification Number.) If the borrower Identification Number is not available, a temporary ID number will be assigned. (This must be replaced as soon as the IRS, or other Finance Office assigned case number, becomes available.) If a temporary number is assigned, enter a **9** as the first (left-most) digit of this field followed by the applicable five-digit State and County code. The remaining four digits are to be assigned by the Field Office. Each borrower must have a unique number. If this is not a temporary field, enter a **0** as the left-most digit (numeric, 10 digits).

b.) The letter "U" will be displayed at the ENTER UPDATE CODE: prompt.

c.) Press the ✛ (ENTER) key. If the specified borrower does not currently exist in the RCFTS database, the system will display a blank Applicant/Borrower (Part 1) screen except for the NAME and CASE number which were entered on the Update Menu (in both CP and BI subsystems).

d.) Enter the **new data into the appropriate data fields**. All required data fields must be filled. Use the **TAB** key to move to next field.

e.) Press the ✛ (ENTER) key. If a data field is in error, the system will respond with an appropriate error message. In this case, correct the data and press the ✛ (ENTER) key again.

f.) Press the **F8** key to retrieve the next screen.

g.) Repeat steps 'd,' 'e,' and 'f' until all data has been entered on all Applicant/Borrower, Facility, and Loan/Grant Request screens.

2.   To add a new Facility record for an existing borrower:

   a.)   Retrieve the borrower's Applicant/Borrower Summary screen for which the
          Facility is being added by entering only the **NAME** <u>or</u> **CASE** number on the
          menu screen.

   b.)   Go to a blank line on the summary screen and type **C** in the SLCT CODE
          field.

   c.)   Press the **+** (ENTER) key. The first Facility screen (BI55 or CP05) will be
          displayed. Screen will be blank except for NAME and CASE number.

   d.)   Enter **information in all fields**. Use the **TAB** key to move to next field.

   e.)   Press the **+** (ENTER) key after all information has been entered. If a data
          field is in error, the system will respond with an appropriate error message. In
          this case, correct the data and press the **+** (ENTER) key again.

   f.)   If a CP user, press the **F8** key to retrieve the next Facility screen. If a BI user,
          skip steps 'f' and 'g.'

   g.)   Repeat steps 'd,' 'e,' and 'f' until all the data has been entered on all the Facility
          and Loan/Grant Request screens.

3.   To add a new Loan/Grant Request record:

   <u>For CP:</u>

   a.)   Retrieve the borrower's Applicant/Borrower Summary screen by entering the
          NAME <u>or</u> **CASE** number on the menu screen.

   b.)   Locate the Facility for which the Loan/Grant Request record is to be added.

c.)   If entering the first Loan/Grant record for a Facility, enter the letter **G**
        (corresponding to the Funding and User Information [Part 1] screen) in the
        SLCT CODE field on the line containing the Facility record with the missing
        REQ NBR.

d.)   If entering a subsequent Loan/Grant, enter the letter **G** (corresponding to the
        Funding and User Information [Part 1] screen) in the SLCT CODE field
        located on the blank line below the last record for the appropriate Facility.

e.)   Press the **+** (ENTER) key. This will display a blank screen.

f.)   Enter **all known data**. (The REQ NBR is system generated.)

g.)   Press the **+** (ENTER) key. Press the **F8** to retrieve the next screen.

        Once data is added to any screen and the **+** (ENTER) key is pressed, the new
        record will be saved in the database. Data must be added in the fields which
        are required in order to save all data on that screen.

h.)   Repeat steps 'f' and 'g' until the information is entered and saved on all the
        Loan Request screens.

For BI:

a.)   Retrieve the Applicant/Borrower Summary screen for the particular borrower.

b.)   Locate the Facility for which the Loan Request record is to be added.

c.)   If the first Loan record for a Facility, enter the letter **E** (corresponding to the
        Lender Information screen) in the SLCT CODE field on the line containing
        the Facility record with the missing REQ NBR.

d.)   If a subsequent loan, enter the letter **E** (corresponding to the Lender
        Information screen) in the SLCT CODE field, located on the blank line below
        a row containing the appropriate Facility record.

e.)   Press **+** (ENTER) key.

f.)   Enter **all known data**. (The REQ NBR is system generated.)

g.)   Press the + (ENTER) key. Press the **F8** to retrieve the next Loan screen.

        Once data is added to any screen, and the + (ENTER) key is pressed, the new record will be saved in the database. Data must be added in the fields which are required in order to save all data on that screen.

h.)   Repeat steps 'f' and 'g' until the information is entered and saved on all the Loan Request screens.

4.   **To add a Subsidiary Record:**

> **NOTE**: The Subsidiary screen <u>CANNOT</u> be updated until information is completed on previous screens (CP09 and CP12 for Community Facilities, and CP11 and CP12 for Water and Waste Disposal).

a.)   Retrieve the Applicant/Borrower Summary screen for the particular borrower by typing the **NAME** <u>or</u> **CASE** number on the menu screen.

b.)   Locate the Loan/Grant record for which the Subsidiary record is to be added.

c.)   Type **L** (corresponding to the Subsidiary screen) in the SLCT CODE field on the line containing the desired Loan/Grant record.

d.)   Press + (ENTER) key.

e.)   Move cursor in the UPD column to the line of the type facility (SRVC) that the information is to be added. Type an **A** in this column and add all applicable information. (This must be repeated for each line of information to be added.)

f.)   Press + (ENTER) key.

2.8 MODIFY/BROWSE EXISTING BORROWER, FACILITY, LOAN/GRANT AND/OR SUBSIDIARY RECORDS

> **NOTE 1:** To determine what Facilities or Loans/Grants/Guarantees are on the system, the Applicant/Borrower Summary screen should be accessed. If the user is already on a Borrower, Facility, or Loan screen, press **F4** to return to the Summary screen.
>
> **NOTE 2:** Before making modifications, the users must be sure that they have accessed the correct record. Each Borrower record may have multiple Facility records; each Facility record may have multiple Loan/Grant Request records. It is, therefore, imperative that before any database modifications are made, the user confirms that the correct Facility (FACID) and Loan/Grant records have been selected.

1. **To modify or browse data for a particular Borrower, Facility, or Loan/Grant (CP and BI):**

   a.) On the menu, enter the **NAME** <u>or</u> the complete **CASE** number of the borrower to be selected. (If the specified borrower does not exist, the system will display the Summary screen for the next alphabetic borrower on file. The borrowers are stored alphabetically.)

   b.) Press the **+** (ENTER) key.

      The UPDATE CODE will default to "U" (Update/Add/Browse) and the system will search for the specified borrower. A summary of that borrower's Facility and Loan/Grant records will be displayed on the Applicant/Borrower Summary screen.

   c.) On the Applicant/Borrower Summary screen, type the **letter in the SLCT CODE field corresponding to the desired Borrower screen**. Refer to the bottom of the screen for a list of codes and the corresponding screen titles.

d.)   Press the **+** (ENTER) key. This will display the chosen screen.

e.)   Enter **all information to be added or updated**, then press the **+** (ENTER) key. The system will give the user a message that the record was successfully updated.

f.)   Use the function keys to retrieve the next desired screen or press **F4** to return the Summary screen to select another screen. If a different Borrower record is needed, press **F5** to get the menu.

CP SCREENS:

NOTE 1: CP screens D through R [Facility (Part 2), Facility (Part 3), and Facility (Part 4) screens, and all Loan/Grant screens except the Facility (Part 1) screen] cannot be selected unless the Facility record has already been created by entering and saving information on the CP Facility (Part 1) screen.

NOTE 2: CP screens H through R [Loan/Grant screens except the Funding and User (Part 1) screen] on the Applicant/Borrower Summary screen cannot be selected unless the Loan/Grant record has already been created by entering and saving information on the CP Funding and User Information (Part 1) screen.

BI SCREENS:

NOTE 1: BI screens E through K cannot be selected unless the Facility record has already been created by entering and saving information on the BI Facility screen (D).

NOTE 2: BI screens F through K (all Loan screens except the Lender screen) on the Applicant/Borrower Summary screen cannot be selected unless the Loan record has already been created by entering and saving information on the BI Lender screen.

---

2. **To modify a CP Subsidiary record:**

    a.)   On the menu, enter the **NAME** or **CASE** number to retrieve the Applicant/Borrower Summary screen for the particular borrower.

    b.)   Locate the Loan/Grant Request record where the Subsidiary record is to be modified.

    c.)   Enter the letter **L** [corresponding to the Subsidiary (Part 1) screen] in the SLCT CODE field on the line containing the desired Loan/Grant Request record.

    d.)   Press the ✛ (ENTER) key.

    e.)   Once the Subsidiary screen is displayed, arrow cursor down in the UPD column to the line to be modified. Type an **M** if information has already been added to the line. Make all necessary changes. If the entire line is to be deleted, type a **D** in the UPD column on the line to be deleted. Press ✛ (ENTER) to update the screen. (This process must be repeated for each line of information to be modified or deleted.)

    f.)   Use the function keys to retrieve the next desired screen or press **F4** to return to the Summary screen to select another screen. If a different Borrower record is needed, press **F5** to return to the menu.

2.9 KEY FIELD MAINTENANCE SCREEN FOR ALL PROGRAMS

The Key Field Maintenance screens for CP (Figure 2 - 6) and BI (Figure 2 - 7) are used to modify key fields in existing Borrower, Facility, and Loan/Grant Request records.

Figure 2 - 6

```
TSMUCP02                        RURAL DEVELOPMENT
                              COMMUNITY PROGRAMS                    DATE:
                              KEY FIELD MAINTENANCE                 TIME:
********************************************************************************
NAME 1:                                         NAME 2:
************** EXISTING **************    **************** NEW *****************
*** CASE NBR **** FD NAICS FAC RQ LN     *** CASE NBR **** FD NAICS FAC RQ LN
ST CO BORROWER ID CD CODE  NBR NO NBR     ST CO BORROWER ID CD CODE  NBR NO NBR








    ============================================================================
  F2-PREV BORROWER    F3-NEXT BORROWER  F4-APP/BORR SUMMARY  F5-UPDATE MENU
  F7-SCROLL TO TOP    F8-SCROLL FWD      F9-RESTORE SCREEN    F10-MAIN MENU
 ALL BORROWER KEY DATA ALREADY DISPLAYED
```

For Community Programs, this screen is used to change the CASE number (enter State, County, and Borrower ID), Fund Code, NAICS CODE, Facility number, Request number, and Loan number.

Figure 2 - 7

```
 TSMUBI52                       RURAL DEVELOPMENT
                             BUSINESS AND INDUSTRY                      DATE:
                             KEY FIELD MAINTENANCE                      TIME:
 ****************************************************************************
 NAME 1:                                 NAME 2:
 ************** EXISTING **************   **************** NEW *****************
 *** CASE NBR **** FD NAICS FAC RQ LN    *** CASE NBR **** FD NAICS FAC RQ LN
 ST CO BORROWER ID CD CODE  NBR NO NBR   ST CO BORROWER ID CD CODE  NBR NO NBR




 ===========================================================================
   F2-PREV BORROWER   F3-NEXT BORROWER   F4-APP/BORR SUMMARY   F5-UPDATE MENU
   F7-SCROLL TO TOP   F8-SCROLL FWD      F9-RESTORE SCREEN     F10-MAIN MENU
```

For Business and Industry, this screen is used to change CASE number (enter State, County, and Borrower ID), Fund Code, NAICS CODE, Facility number, Request number, and Loan number.

1.   To modify key data fields for a particular Applicant/Borrower:

a.)   On the menu, enter the **NAME** <u>or</u> the complete **CASE** number of the borrower to be selected. When entering a name, use at least 4 characters (see note).

b.)   Enter **C** at the ENTER UPDATE CODE: prompt.

c.)   Press the ✛ (ENTER) key and the Key Field Maintenance screen will be displayed.

d.)   The existing data will appear on the left side of the screen. Enter the **new data on the right (new) side of the screen** under the appropriate column header and across from the existing record which is to be modified.

Only one line may be changed at a time; however, all fields on that line may be changed at the same time.

e.)   Repeat step 'd' for all key fields to be modified. Use the arrow keys to move from field to field.

f.)   Press the ✚ (ENTER) key. The system will check and move each corrected field separately. Press the ✚ (ENTER) key for each one. If no errors are detected, the corrected (new) data will be moved to the left side of the screen to replace the existing field. If an error is found, the cursor will be placed on the field with the error. In that case, correct the error and press ✚ (ENTER) key again.

g.)   Repeat step 'f' until all fields on the right (new) side of the screen have been moved to the left (existing) side.

h.)   When changing a Fund Code of a Facility with an existing Subsidiary record, to a Fund Code which either does not allow Subsidiary records or allows a different type of Subsidiary (WW vs. CF), the Subsidiary record will automatically be deleted.

NOTE 1: The user must type the <u>entire</u> Case Number even if only one part (e.g., ST code, CO code or ID) needs to be changed. Similarly, if the user is changing one part of the Facility ID (Fund Code, NAIC CODE or FAC Number) the entire Facility ID must be typed.

NOTE 2: The Facility record for the new Fund Code must be established in RCFTS prior to changing the Fund Code of the Facility ID. Example: Old FACID is 91-01; New FACID is 00-01. Since the new Fund Code is 00 and no Facility record for this Fund Code exists, a Facility record for the 00 must be established before changing the Fund Code.

NOTE 3: The REQ NBR is system-generated as each loan/grant request is added to the system. If the REQ NBR needs to be changed, this change can be done at Key Field Maintenance Screen. Simply enter the correct REQ NBR.

2.10 PROCESSING INSTRUCTIONS FOR THE TRANSFER FUNCTION

The Transfer function will be used to transfer a Loan/Grant record from one borrower to another. The operation will be done one Loan/Grant record at a time. The operations listed below will provide only the transaction information, and will not physically move the Loan/Grant information. Moving the information from the Loan/Grant record must be done manually by a user.

> **NOTE**: The user needs to add the new borrower record first. There is a built-in edit check to make sure that the new borrower record exists.

FOR THE BI SUBSYSTEM:

> **NOTE**: The final result must match the GLAS records.

1. **To transfer to a non-existent borrower:**

   a.) On the new record [the **TO** (transferee) record]:

   1.) Create the Borrower record (Applicant/Borrower, Facility, and Loan Request screens) to which the loan is to be transferred (the TO record).

   This is because there is a built-in edit check to make sure that the borrower to which the record is to be transferred exists.

> **NOTE**: All information should be applicable to the new borrower (transferee) except as follows.

2.)   On the Lender Information screen (BI56):

Enter the **CASE number of the borrower** from which the loan was transferred (transferor) in the TRANSFERRED FROM CASE NO. field (item 19). <u>Do not</u> enter any information in the TRANSFERRED TO CASE NO. field (item 20).

3.)   On the Joint Funding and Loan Information screen (BI57):

Enter **7** (Transfer and Assumption) in the PURPOSE OF FUNDS field (item 10).

4.)   On the Current/History Status Information screen (BI58):

a.   Enter the **Transfer/Assumption Status Code** in the field CURRENT STATUS (item 9). Initially this will be 408. If the circumstances change (e.g., becomes a problem loan, etc.), the Status Code should be changed accordingly. (See Appendix E for a description of Status Codes.)

b.   Enter the **Application Date and Amount(s)** (item 13) and **Obligation Date and Amount(s)** (item 14) from the transferor's record. (Enter the **TOTAL** amounts for Application and Obligation even if a lesser amount is being assumed.)

c.   Enter the **Assumption Date** and the **amount(s) assumed** in the OPERATNL DATE and AMT OF ASST fields (item 15).

b.)   <u>On the old record [the **FROM** (transferor) record]:</u>

1.)   On the LENDER INFORMATION screen (BI56):

Enter the **CASE number of the Borrower** to which the loan was transferred (transferee) in the TRANSFERRED TO CASE NO. field (item 20). <u>Do not</u> enter any information in the TRANSFERRED FROM CASE NO. field (item 19).

2.)   On the Current/History Status Information screen (BI58):

    a.   Enter the **Transfer/Assumption Status Code** in the field CURRENT STATUS (item 9). The Status Code will be 411, 562, 566, or 571. (See Appendix E for a description of Status Codes.)

    b.   If the Status Code is 411 or 566, the OPERATNL AMT OF ASST should be changed to reflect the amount of the loan retained by the transferor.

    c.   If the Status Code is 571, the OPERATNL AMT OF ASST should be changed to reflect the amount not assumed for which the estimated loss is being processed to clear Finance Office records for that borrower.

2.   To transfer to an existing borrower:

a.)   <u>On the new record [the **TO** (transferee) record]</u>:

    1.)   Create the Facility record where the information is to be transferred.

        a.   If the new borrower already has a Facility record with the same FACID as the one being transferred, then change the FACNBR to the next available number.

            Remember, the FACID is composed of the Fund Code, NAICS CODE, and FACNBR. Therefore, changing the FACNBR to the next available number allows the Loan Request records to be transferred with the same Loan Request numbers they currently possess.

        b.   If the new borrower does not currently have a Facility record with the same FACID as the one being transferred, keep the current FACNBR.

      2.)   Follow the steps listed on page 26 for a non-existent borrower to enter information on the Lender Information, Joint Funding and Loan Information, and Current/History Status Information screens.

b.)   <u>On the old record [the **FROM** (transferor) record]</u>:

      1.)   Follow the steps listed above for a non-existent borrower.

FOR THE CP SUBSYSTEM:

> **NOTE**: The final result must match the PLAS/GLAS records.

> **NOTE**: The user needs to add the new Borrower record first. There is a built-in edit check to make sure that the new Borrower record exists.

1.   To transfer to a non-existent borrower:

a.)   <u>On the new record (the **TO** record)</u>:

(Refer to Section 2.7 for instructions on adding a new Borrower, Facility, and Loan/Grant record.)

      1.)   Add the Borrower record where the Loan/Grant is to be transferred first (the TO record).

> **NOTE**: All information concerning the new borrower can be input at the same time as the transfer information.

2.)   Add the Facility record (the TO record).

    a.   On the new borrower Facility record start with FACNBR 01.

    b.   If the new borrower (the TO record) already has a Facility record
        with the same FACID as the one being transferred, then change
        the **FACNBR** to the next available number.

        Remember, in CF the FACID is composed of Fund Code, NAICS
        CODE, and FACNBR. In WWD, the FACID also is composed of
        Fund Code and FACNBR.

3.)   Add the Loan/Grant Request record (the TO record).

4.)   Enter the **LOAN/GRANT ORIGINATED FROM A SERVICING
        ACTION** information, on Funding and User screen (Part 2) [Screen
        CP09, CASE Number (item 17), CODE (item 18), LOAN NUMBER
        (item 19), and GRANT NUMBER (item 20), if applicable]. This is
        information from the old (FROM) record.

> **NOTE**: When you enter the above information, the Servicing and Other
> Information screen (CP15) will be system generated.

5.)   On the Status and Tracking Information screen (CP12):

    a.   Enter the **Transfer/Assumption Status Code** in the field CURR
        STATUS (item 10). Initially this will be 408. If the
        circumstances change (e.g., becomes a problem loan, etc.), the
        Status Code should be changed accordingly. (See Appendix D for
        a description of Status Codes.) Enter the **STATUS DATE** and
        STATUS AMOUNT fields with the effective date of the transfer
        and the amount of the transfer.

    b.   Enter the **Loan/Grant information** in the
        OPERATIONAL/FINAL INSP fields. Same as date and amounts
        in Item 'a' above.

> **NOTE**: For Grant records, enter information in the RD CLOSED GRANT field.

b.) <u>On the old record (the **FROM** record)</u>:

1.) On the Servicing and Other Information screen (CP15):

a. Enter **T** (TRANSFER) or **M** (MERGE, or Consolidation) in the TRANSFER/ASSUMPTION CODE field.

b. Enter the **Date Of Action**, the **Loan/Grant Amount**, and whether the Borrower is **E** (Eligible) or **I** (Ineligible).

c. The CASE NUMBER TRANSFERRED TO field must be filled with the **case number of the TO record**.

2.) On the Status and Tracking Information screen (CP12):

Enter the **Transfer/Assumption Status Code** in the field CURR STATUS [the valid values for this status are 558 or 562 (see Appendix D)].

2. **To transfer to an existing borrower:** Several steps must be done to ensure successful transfer operation.

a.) <u>On the new record (existing borrower)</u>:

1.) Create the Facility record where the information is to be transferred (the TO record).

a. If the new borrower does not currently have a Facility record with the same FACID as the one being transferred, start with FACNBR 01.

b. If the new borrower (the TO record) already has a Facility record with the same FACID as the one being transferred, then change the FACNBR to the next available number.

Remember, in CF the FACID is composed of Fund Code, SIC CODE, and FACNBR. In WWD, the FACID also is composed of Fund Code and FACNBR.

2.)   Add the **Loan/Grant Request record** (the TO record).

3.)   Enter the **Loan/Grant originated from a servicing action**
        information, on Funding and User screen (Part 2) [Screen CP09,
        CASE Number (item 19), CODE (item 20), LOAN NUMBER (item
        21), and Grant Number (item 22), if applicable]. This is information
        from the old (FROM) record.

NOTE: When you enter the above information, the Servicing and Other
            Information screen (CP15) will be system generated.

4.)   On the Status and Tracking Information screen (CP12):

        a.   Enter the **Transfer/Assumption Status Code** in the field CURR
               STATUS (Item 10). Initially this will be 408. If the
               circumstances change (e.g., becomes a problem loan, etc.), the
               Status Code should be changed accordingly. (See Appendix D
               for a description of Status Codes.) Enter the STATUS DATE
               and STATUS AMOUNT fields with the **effective date of the
               transfer and the amount of the transfer**.

        b.   Enter the **loan/grant information** in the
               OPERATIONAL/FINAL INSP fields. Same as date and amounts
               in Item 'a' above.

NOTE: For Grant records, enter information in the RD CLOSED GRANT field.

---

b.)   On the old record (the **FROM** record):

        1.)   On the Servicing and Other Information screen (CP15):

               a.   Enter **T** (Transfer) or **M** (for Merge or Consolidation) in the
                      TRANSFER/ASSUMPTION CODE field.

               b.   Enter the **Date of Action**, the **Loan/Grant Amount**, and whether
                      the Borrower is **E** (Eligible) or **I** (Ineligible).

       c.   The CASE NUMBER TRANSFERRED TO field must be filled with the **case number of the TO record**.

2.)   On the Status and Tracking Information screen (CP12):

Type the **Transfer/Assumption Status Code** in the field CURR STATUS [the valid values for this status are 558 or 562 (see Appendix D)].

2.11 HOW TO TRACK REAMORTIZATIONS OR RESCHEDULING AGREEMENTS

NOTE: The end result must match the PLAS records.

The following procedure is to be used when the Finance Office assigns a new loan number as a result of processing a reamortization or rescheduling agreement for a CP loan. The assignment of a new loan number and issuing of a new security instrument will require adding a new Loan/Grant request for the resulting reamortized/ rescheduled loan. Status Code 499 will be the final status of the loan/grant request with the old loan number to indicate that the loan has been satisfied through reamortization/rescheduling.

1. **Example 1 - Where total debt (Principal and Interest) is reamortized/rescheduled.**

   a.) On loan being reamortized/rescheduled (old loan):

   1.) Locate the desired Loan/Grant Request record.

   2.) On Screen CP12, **499** as the Current Status, the **effective date of reamortization/rescheduling agreement** as the Status Date, and the **amount** as the Status Amount.

   3.) On the Servicing screen (Screen CP15), under other servicing actions, enter **appropriate code for reamortization/rescheduling action and amount**, respectively.

Code	**Description**
1	Reamortization of Total Loan
3	Rescheduling of Total Loan

b.)   On the reamortized/rescheduled loan (new loan):

1.)   Add a new Loan Request record for the reamortized or rescheduled amount.

2.)   Enter all appropriate **loan/grant request information**.

   a.   On Screen CP08, enter **Assistance Type Code, Source of Funds, Security Codes, Security Basis (CF), Purpose of Funds, Median Income, Environmental Impact Code (generally Categorical Exclusion), and Date Environmental Impact Assessment**.

3.)   On Funding and User Information (Part 2), Screen CP09 complete items 18 (Code) and 19 (Old Loan Number).

Code	**Description**
03	Reamortized Loan
04	Reamortized-Delinquent Portion Only
05	Rescheduled Loan
06	Rescheduled-Delinquent Portion Only

4.)   On Status and Tracking Information screen (CP12):

   a.   Enter **402** as the Current Status, the **effective date of action** as the Status Date, and **amount of reamortization/rescheduling** as the Status Amount.

   b.   New loan closing date and amount (effective date of the reamortization debt instrument or rescheduling agreement) will be downloaded from PLAS.

   c.   The same information shown in 'b' should be entered in the OPERATIONAL/FINAL INSPECTION field.

NOTE: Do not complete PREAPPLICATION, APPLICATION, OBLIGATION, AND INTERIM FINANCING DATE, and AMOUNT fields since this information is retained on the old loan. If a grant happens to be associated with a reamortized loan, just leave grant information as is.

---

2.   Example 2 - Reamortization/Rescheduling of Delinquent Portion Only.

a.)   <u>On loan being reamortized/rescheduled (old loan)</u>.

1.)   Leave original Loan record (current loan) as is in status 402.

2.)   On Servicing screen, other servicing actions, enter **appropriate code for reamortization/rescheduling agreement, effective date of action, and the delinquent amount being reamortized/rescheduled**.

<u>Code</u>	<u>Description</u>
2	Reamortization of Delinquent Portion
4	Rescheduling of Delinquent Portion

b.)   <u>On the reamortized/rescheduled loan (new loan)</u>.

1.)   Add a new loan request for delinquent portion only.

2.)   Repeat process as outlined in B2, B3, and B4 of Example 1.

2.12   DELETING RECORDS FROM RCFTS

1.   **To delete a Borrower:**

Deleting this record here will cause deletion of all associated records as well as all Facility records and all Loan/Grant records.

a.)   On the menu, enter the **NAME** <u>or</u> complete **CASE** number of the borrower to be deleted to display the Applicant/ Borrower Summary screen. Enter **A** on the top line of data to display the first Applicant/Borrower screen (CP03 or BI53). (The appropriate screen must be displayed in order to delete the entire borrower.)

b.)   After the screen is displayed, press the **F6** (DEL) key. The system will respond with the message "PRESS F6 TO CONFIRM DELETE."

NOTE: If the record should not be deleted, press another function key
(e.g., F8) to halt the deletion process. The system will respond with
a message that the delete request has been cancelled. (Example:
"FACILITY DELETE REQUEST CANCELLED").

---

c.)   Press the **F6** key. Once the F6 key is pressed a second time, the record will be deleted. The Applicant/ Borrower Summary screen will return with a message that the record has been deleted. (Example: "BORROWER: 38-063-0987532289 SUCCESSFULLY DELETED")

2.   **To delete a Facility record:**

Deleting this record here will cause deletion of all associated records as well as all Loan/Grant records.

a.)   On the menu, enter the **NAME** <u>or</u> complete **CASE** number of the borrower, for which the Facility record is to be deleted. This will display the Applicant/Borrower Summary screen. Enter **C** for CP borrowers or **D** for BI borrowers on the top line of the facility to be deleted. The first Facility screen will be displayed (CP05 or BI55). The appropriate screen must be displayed in order to delete.

b.)   After the screen is displayed, press the **F6** (DEL) key. The system will respond with the message "PRESS F6 TO CONFIRM DELETE."

> **NOTE**: If the record should not be deleted, press another function key (e.g., F8) to halt the deletion process. The system will respond with a message that the delete request has been canceled. (Example: "FACILITY DELETE   REQUEST CANCELED")

c.)   Press the **F6** key. Once the F6 key is pressed a second time, the record will be deleted. The Applicant/Borrower Summary screen will return with a message that the record has been deleted. (Example: "BORROWER: 38-063-0987532289 SUCCESSFULLY DELETED")

3.   To delete a Loan/Grant record:

Deleting this record here will cause deletion of all records associated with this loan/grant.

a.)   On the menu, enter the **NAME** or **CASE** number of the borrower, for which the Loan/Grant Request record is to be deleted, to display the Applicant/Borrower Summary screen. Enter **G** for CP borrowers or **E** for BI borrowers on the line of the Loan/Grant Request record to be deleted. The first Loan/Grant screen will be displayed (CP08 or BI56).

b.)   After the screen is displayed, press the **F6** (DEL) key. The system will respond with the message "PRESS F6 TO CONFIRM DELETE."

> **NOTE**: If the record should not be deleted, press another function key (e.g., F8) to halt the deletion process. The system will respond with a message that the delete request has been cancelled. (Example: "RECORD DELETE REQUEST CANCELLED")

c.)   Press the **F6** key. Once the F6 key is pressed a second time, the record will be deleted. The Applicant/Borrower Summary screen will return with a message that the record has been deleted. (Example: "REQ: 1 OF FACILITY 54397401 SUCCESSFULLY DELETED")

The Subsidiary record will be deleted automatically when the Loan/Grant Request record is deleted.

2.13   LOGGING OFF FROM RCFTS

1.   Press **F10** to get to the RCFTS Menu screen.

2.   Press **Alt-F10** (CLEAR) simultaneously, to end the session with RCFTS. The system displays the Selection Menu screen.

3.   Move cursor to "SIGNOFF."

4.   Type **X** and press the ✝ (ENTER) key. System prompts with AT&T PC Message.

5.   Press the ✝ (ENTER) key. The system displays the "Welcome to the National Computer Center" (banner message).

6.   Press **Alt-F3** simultaneously, to disconnect from Kansas City.

7.   Press **Alt-F2** simultaneously, the system displays the highlighted XPert Menu.

8.   Press the **ESC** key. System returns to the original "LOGIN:" prompt.

> **NOTE**: Depending on the type of computer configuration and system you are using, the logoff procedures may vary.

2.14 TABLE MAINTENANCE
(<u>FOR NATIONAL OFFICE USE ONLY</u>)

Tables with the valid NAICS CODES and Status Codes for CP and BI programs have been created. Only the National Office users can update these tables. The State and District Office users are only allowed to browse through the tables.

1. To Browse and/or Update the NAICS CODE table:

a.) On the RCFTS Main Menu, type **3** for CP table or **4** for BI table.

b.) Press the ╪ (ENTER) key. The Table Maintenance menu will be displayed for the appropriate program (CP or BI).

c.) Type **2** to choose the NAICS CODE table (CP only).

d.) Press the ╪ (ENTER) key. The NAICS Table Update screen will be displayed (CP only).

e.) Type the **new code**:

1) Type the **new code** in the blank NAICS CODE field. Cursor will move to the OPTIONS field.

2) Type **A** to add NAICS CODE. Press the ╪ (ENTER) key.

3) Type the NAICS **CODE description** in the DESCRIPTION field. Tab to the UNIT CODE field and enter the appropriate code.

4) Press the ╪ (ENTER) key.

    f.)   To modify a NAICS CODE Description/Unit Code:

        1)   Type the **specific NAICS CODE** in the CODE column, or if appropriate, use the **F2** or **F3** keys to retrieve the next (F3) or the previous (F2) NAICS CODE.

        2)   If necessary, tab to the OPTIONS field. Type **M** in the OPTIONS field and press the ✛ (ENTER) key.

        3)   Type the **new data** in the DESCRIPTION and/or UNIT CODE fields and press the ✛ (ENTER) key.

    g.)   Repeat steps 'e' and 'f' until all desired codes are modified or added.

    h.)   To delete a NAICS CODE:

        1)   Type a **specific NAICS CODE** in the Code column <u>or</u> use the **F2** <u>or</u> **F3** keys to retrieve the next (F3) or previous (F2) NAICS CODE.

        2)   If necessary, tab to the OPTIONS field. Type **D** in the OPTIONS field and press the ✛ (ENTER) key.

        3)   Press **F6** to delete the NAICS CODE <u>or</u> if you wish to cancel the delete request, press the **F7** key.

    i.)   Repeat step 'h' until all desired codes are deleted.

2.   **To browse and/or Update the Status Code table:**

    a.)   On the RCFTS Main Menu, type **3** for CP table <u>or</u> **4** for BI table.

    b.)   Press the ✛ (ENTER) key. The Table Maintenance Menu will be displayed for the appropriate program (CP or BI).

    c.)   Type **1** to choose the Status Code table.

    d.)   Press the ✛ (ENTER) key. The Loan Status Code Update screen will be displayed for the appropriate program area (CP or BI).

e.)   To add a Status Code:

    1.)   Type the **new Code** in the blank STATUS CODE field. The cursor will move to the OPTIONS field.

    2.)   Type **A** to add Status Code. Press the ✛ (ENTER) key.

    3.)   Type the **Status Code 'definition'** in the DESCRIPTION field.

    4.)   Press the ✛ (ENTER) key.

f.)   To modify a Status Code Description:

    1.)   Type the **specific Status Code** in the Code column, or if appropriate, use the **F2** <u>or</u> **F3** keys to retrieve the next (F3) or previous (F2) Status Code.

    2.)   If necessary, tab to the OPTIONS field. Type **M** in the OPTIONS field and press the ✛ (ENTER) key.

    3.)   Type the **new data** in the DESCRIPTION field and press the ✛ **(ENTER)** key.

g.)   Repeat steps 'e' and 'f' until all desired codes are modified or added.

h.)   To delete a Status Code:

    1.)   Type the **specific Status Code** in the Code column <u>or</u> use the **F2** <u>or</u> **F3** keys to retrieve the next (F3) or previous (F2) Status Code.

    2.)   If necessary, tab to the OPTIONS field. Type **D** in the OPTIONS field and press the ✛ (ENTER) key.

    3.)   Press **F6** to delete the Status Code/Description or if you wish to cancel the delete request, press the **F7** key.

i.)   Repeat step 'h' until all desired codes are deleted.

2.15   SENDING SYSTEM MESSAGES
(FOR NATIONAL OFFICE USE ONLY)

At the end of the options listed on the RCFTS Main Menu is an area reserved for messages. The messages typed in this area will be displayed to all RCFTS users, but can only be added or modified by the National Office users.

To add or modify a message:

 1.   Move the cursor to the area reserved for the message.

 2.   Enter/Modify the **message** and press the + (ENTER) key.

SECTION 3.0

CP SCREEN INSTRUCTIONS

3.1   SCREEN CP03 APPLICANT/BORROWER (PART 1)

3.1.1   Introduction

This Applicant/Borrower screen contains general information about the borrower.

Figure 3 - 1

```
                                                            2
 TSMUCP03                    RURAL DEVELOPMENT
   1                        COMMUNITY PROGRAMS                    DATE:    3
                          APPLICANT/BORROWER (PART 1)            TIME:    4
 *********************************************************************************

    5       (CASE NO) STATE:  5A    COUNTY: 5B     BORROWER ID:  5C

    NAME:   6                                          LAST UPDATE:     7

 ADDRESS:  8A

    CITY:  8B                 STATE: 8C    ZIP: 8D
 CONTACT PERSON:  LAST  9A              FIRST    9B           MI  9C
                  TITLE (MR,MS):  9D       TELEPHONE NO:  9E      -


 RD SERV OFFICE 10   :       COUNTY     11  :
                     :       APPLICANT TYPE:   13         RUSID      14*
 MAIL CODE       12  :

 ================================================================================
  F2-PREV BORROWER    F3-NEXT BORROWER    F4-APP/BORR SUMMARY   F5-UPDATE MENU
  F6-DELETE BORROWER F8-APP/BORR (PT.2) F9-RESTORE SCREEN      F10-MAIN MENU
 CONTACT MSD - DB ERROR:  307 - FIND FACRC
```

*Future Enhancement

3.1.2 Item Descriptions For Applicant/Borrower (Part 1) Screen

Items 1 through 4 - These items are system generated.

Item 5 - CASE NO. This item is system generated from data entered on CP Menu screen CP00.

> **Item 5A - STATE.** State code where the applicant/borrower is located (numeric, 2 digits). This item is system generated and protected. Use the key field maintenance option to modify.

> **Item 5B - COUNTY.** County code where the applicant/borrower is located (numeric, 3 digits). This item is system generated and protected. Use the key field maintenance option to modify.

> **Item 5C - BORROWER ID.** (Also referred to as the IRS Tax Identification Number.) If the Borrower Identification Number is not available, a temporary id number will be assigned. (This must be replaced as soon as the IRS or other Finance Office assigned case number becomes available.) If a temporary number is assigned, enter a **9** as the first (left-most) digit of this field followed by the applicable 5-digit State and County code. The remaining four digits are to be assigned by the Area or State Office. Each borrower must have a unique number. If this is not a temporary field, enter a **0** as the left-most digit (numeric, 10 digits).

Item 6 - NAME. The official applicant/borrower name is system generated from data entered on CP Menu screen CP00 but can be modified on this screen. The second line should be used if the official name does not fit on the first line. This field is limited to 2 lines - 19 characters each. For example:

> Example 1 - Rural Water District No. 3, Osage County
> > Type as: **Osage Co, RWD No. 3**

> Example 2 - Town of Alexandria
> > Type as: **Alexandria, Town of**

Item 7 - LAST UPDATE. System generated. Date recorded of the last modification to this record.

Item 8A - ADDRESS. (**Required field**) Enter **applicant/borrower mailing address which consists of street address, route number or P.O. Box number**. Address is limited to 2 lines of 19 characters each. The address fields (including 8B, City) are to be completed from the preapplication/application information. Thereafter the address field must be kept updated from the Project Summary and other processing documents, and from the annual management reports after the operation begins.

Item 8B - CITY. (**Required field**) Enter **town or city of mailing address**. This field is limited to 16 characters.

Item 8C - STATE. (**Required field**) Enter **2-character state abbreviation**.

Item 8D - ZIP. (**Required field**) Enter **zip code of mailing address**. This field is limited to 9 digits. Enter at least the first 5 digits, starting at the left-most position. If appropriate, enter the last 4 digits.

NOTE: It is very important that 8A-8D is correct at the time of loan closing. The Finance Office uses this information to set up the borrower account in PLAS.

Item 9 - CONTACT PERSON. Enter information in the following fields for the official who serves as the contact person for the applicant/borrower. This information is entered at the time of preapplication. Thereafter this information must be kept updated from the Project Summary and other processing documents, and from the annual management reports after the operation begins.

> **Item 9A - LAST.** Enter **last name of the contact person**. Field is limited to 19 characters.
> **Item 9B - FIRST.** Enter **first name of contact person**. Field is limited to 15 characters.
> **Item 9C - MI.** Enter **middle initial of contact person**.
> **Item 9D - TITLE.** Enter the **title (MR, MS or DR) of the contact person**. Field is limited to 2 characters.
> **Item 9E - TELEPHONE NO.** Enter **telephone for contact person**. Do not include parentheses or dashes. If a number does not exist, enter area code and zeroes for the rest of the field. This field must always have 10 digits.

Item 10 - RD SERV OFFICE. This item is system generated.

Item 11 - COUNTY. This item is system generated.

Item 12 - MAIL CODE. This 3-digit field is the code of the Area Office servicing the applicant/borrower. For new applicants/borrowers, enter the Area Office code or the Area specialized servicing office code, if one has been set up for the applicant/borrower, at the time of preapplication/application. Once the loan/grant has been obligated, this code will be system generated from the accounting system and the field becomes a protected field. Under specialized servicing, specialized district office codes begin with 751.

Item 13 - APPLICANT TYPE. Enter the **type of applicant code**: For example:
Indian tribe - Code 1
Public body - Code 5
Non-profit - Code 7
Coop - Code 8
Profit Making Corp – Code 9

Item 14 – RUS ID. For Rural Economic Development loans & grants only. Former REA Borrower ID

3.2 SCREEN CP04 APPLICANT/BORROWER (PART 2)

3.2.1   Introduction

This Applicant/Borrower screen contains servicing and follow up information applicable to the borrower (rather than a facility or a particular loan).

Figure 3 - 2

```
                                                                       2
  TSMUCP04                        RURAL DEVELOPMENT
                                 COMMUNITY PROGRAMS            DATE:    3
    1                          APPLICANT BORROWER (PART 2)      TIME:    4
  *****************************************************************************
  NAME: 5                       CASE NO:  6
  BORR FY ENDS:  7      QRT LY REPT REQD (Y/N): 8    QTRLY REPT DATE REQD: 9

     ANNUAL REPORT: 10     AS OF: 10A     DUE: 10B      RCVD: 10C      RVWD: 10D
  11 OTH AUDIT N TYPE: 11B AS OF: 11C     DUE: 11D      RCVD: 11E      RVWD: 11F
             11A


  11G A- 133   N TYPE:11H    AS OF: 11I    DUE: 11J      RCVD: 11K      RVWD: 11L
  11M A- 133   N TYPE:11N    AS OF: 11O    DUE: 11P      RCVD: 11Q      RVWD: 11R

   DATE VERIFIED TAXES CURRENT: 12           SECURITY PROPERTY HELD: 13
   INSURANCE AND BONDS ADEQUATE:14  DATE INSURANCE AND BONDS CHECKED:15

   OTHER: USE 1:  16        DUE1:  17      USE 2:  16      DUE 2: 17
   OTHER: USE 3:  16        DUE3:  17      USE 4:  16      DUE 4: 17
   RSRV REQ - DEBT SERV: 18          AMT ON HAND: 19        AS OF: 20
         -     OTHER: 21          AMT ON HAND: 22        AS OF: 23
   ===========================================================================
   F2-PREV BORROWER   F3-NEXT BORROWER   F4-APP/BORR SUMMARY   F5-UPDATE MENU
   F7-APPL/BORR PT.1  F8-FACILITY PT.1   F9-RESTORE SCREEN     F10-MAIN MENU
```

3.2.2   Item Descriptions for Applicant/Borrower (Part 2) Screen

Items 1 through 6 - These items are system generated.

Item 7 - BORR FY ENDS. Enter **month and day the Borrower Fiscal Year Ends**.

> Example: 06/30

Item 8 - QTRLY REPT REQD. Enter **Y** or **N** to indicate whether a quarterly report is required by RD Instruction 1942-A, Sections 1942.17 (q) and 1942.17 (r) or RUS Instruction 1780, section 1780.47 (f)(1). This field is used for the quarterly financial reports as well as the quarterly reports needed for problem/delinquent borrowers, including the Form RD 442-4 (District Directors Report) and the Positive Action Plan (Guide 22).

NOTE 1: For the QTRLY REPT DATE REQD field to system generate the next due date, a **Y** must be typed over the existing "Y" and entered by pressing the **+** (ENTER) key. The existing date will then be replaced by a revised date after considering the fiscal year end date and today's date.

For example, if the BORR FY END date is 06/30 and today's DATE is 07/30/91, the system will generate 09/30/91 as the next QTRLY REPT DATE REQD.

NOTE 2: If the user does not want to system generate the QTRLY REPT DATE REQD as shown in Note 1 above, the user also has the option of entering the next due date.

For example, if the last QTRLY REPT DATE REQD is 06/30/91, the user can enter the next QTRLY REPT DATE REQD of 09/30/91.

Item 9 - QTRLY REPT DATE REQD. This item can be system generated or entered by the user.

If Item 8 is answered **Y** (for yes), this date will be system generated. Using BORR FY ENDS (Item 7) and today's DATE (Item 2), the system will generate the next Quarterly Report Date Required.

For example, for the following BORR FY ENDS date and today's DATE fields, the system would generate the next QTRLY REPT DATE REQD.

Borrower FY Ends	Today's Date	Qtrly Rept Date Reqd
6/30	9/29/91	9/30/91
6/30	9/30/91	12/31/91
6/30	1/01/92	3/31/92

The user can type any valid date in this field to override the system generated date if desired. (See Note in Item 8 above.)

Item 10 - ANNUAL REPORT INFORMATION

Item 10A - ANNUAL REPORT AS OF DATE. Enter the **As Of** date (fiscal year) for the next annual report due.

Item 10B - ANNUAL RPT DUE DATE. Enter the **date the borrower's next annual report is due** if an annual report is required in accordance with 1942.17 (q)(5) and 1942.17 (r)(1)(G) for CF and RUS Staff Instruction 1780-4 for WW.

Item 10C - ANNUAL RPT RECEIVED DATE. Enter the **date the annual report was received by the servicing office**. When annual report is received, the As Of date and next Due date should be updated for the next year's report.

Item 10D - ANNUAL RPT REVIEWED DATE. Enter the **date the servicing office reviewed the annual report**.

Item 11 - OTHER AUDIT INFORMATION. This line will be used for all required audit reports EXCEPT A-133 audits. When the audit report is received, enter that date in Item 11E. The AS OF and next DUE dates should be updated at that time also.

> **Item 11A - SUBSEQUENT.** This field will be displayed only when data on this line was previously completed. Enter **Y** when replacing existing data with new audit information.

> **Item 11B - TYPE AUDIT REQUIRED.** If an audit other than A-133 is required, enter the appropriate code. See RD Instruction 1942.17(q) for CF or RUS Staff Instruction 1780-4 for WW for further guidance.

> | Code | Description |
> |---|---|
> | 2 | A-110/Rural Development requirement |
> | 3 | No audit required |

> **Item 11C - AS OF DATE.** This item can be entered by the user or will be system generated. Any valid date may be entered by the user. If the user does not enter a date, the system generates a date based on the current year and the Borrower Fiscal Year End Date shown in Item 7.

> **Item 11D - DUE.** This item can be entered by the user or will be system generated. Any valid date may be entered by the user. If the user does not enter a date, the system generates a date based on the current date and the "AS OF" date in Item 11B (i.e., DUE DATE = AS OF DATE + 5 months).

> **Item 11E - RECEIVED.** Enter the **date the audit was received by the servicing office.** At this same time, the Other Audit line should be updated to show the date the next audit is due, if an audit will be required.

Item 11F - REVIEWED. Enter the **date the audit was reviewed by the servicing office.**

For those borrowers with under $1 million outstanding, this date will be the date the servicing office completed their review of the audit.

If audit is subject to the State Program Manager's review, in accordance with section 1942.17(r)(1), enter the date of the review letter to the servicing office.

Items 11G through 11R - 133 Audit. Fields are provided so entries can be made for two audit cycles. Since a borrower is allowed up to 13 months to provide an A-133 audit, there are occasions when the next   review period has begun before the initial audit due has been received. In this case, both lines of information need to be completed.

NOTE: A-133 audits with FYE's on or after June 30, 1999, should be submitted no later than 9 months after the end of the fiscal year.

Begin by using the first line. After the first audit is received, enter the date the audit is RECEIVED. Then go to the second line and enter the AS OF date and DUE date for the next A-133 audit, if one will be required.

When the audit required on the second line is received, enter the RECEIVED date, then go to the first line. Enter a Y, indicating a new set of information is being entered. When the + (ENTER) key is pressed, the system will automatically change the AS OF date and DUE date and will clear out the old RECEIVED and REVIEWED fields.

Continue this process for future A-133 audits - always use the line with the oldest dates.

Item 11G - SUBSEQUENT. This field will be displayed only when data on this line was previously completed. Enter Y when replacing existing data with new audit information. When the Y is entered, the AS OF and DUE dates will both be automatically updated to show the new dates. At the same time, the old RECEIVED and REVIEWED dates will be removed.

Item 11H - TYPE Audit Required. Enter the appropriate code. See RD Instruction 1942.17(q) for CF or RUS Staff Instruction 1780-4 for WW for further guidance.

Code	Description
1	A-133 requirement
3	No audit required

Item 11I - AS OF Date. This item can be entered by the user or will be system generated. Any valid date may be entered by the user. If the user does not enter a date, the system generates a date based on the current year and the Borrower Fiscal End Date shown in Item 7.

Item 11J - DUE Date. This item can be entered by the user or will be system generated. Any valid date can be entered by the user. If the user does not enter a date, the system generates a date based on the current date and the "As Of Date" in Item 11H (i.e., DUE DATE = AS OF DATE + 13 months).

Item 11K - RECEIVED Date. Enter the date the A-133 audit was received by the servicing office. At this same time, the other A-133 audit line should be updated to show the date the next A-133 audit is due, if an audit will be required. (If no A-133 audit is required but an A-110 audit will be required, set the next follow-up in Items 11A through 11D).

Item 11L - REVIEWED Date. Enter the date the A-133 audit was reviewed by the servicing office.

Items 11M through 11R. These items are the same as Items 11G through 11L.

Item 12 - DATE VERIFIED TAXES CURRENT. Enter the **date of the last verification that the borrower is current in payment of taxes.** If no taxes are to be paid, leave this blank.

Item 13 - SECURITY PROPERTY HELD. **Enter one of the following**:

Y   If it is believed that all property securing a mortgage or chattel lien is still in existence and owned by the borrower unless released by the government.

Y   If, for public bodies, no mortgage or chattel lien exists.

N   Only if there is reason to believe that the property securing a mortgage or chattel lien no longer exists or is not owned by the borrower.

Item 14 - INSURANCE AND BONDS ADEQUATE. Enter **one of the following**:

Y   If there is evidence IN THE CASE FILE that the borrower has insurance
           that meets the requirements of the loan resolution, bond ordinance or other
           evidence of debt and/or security instrument.

N   If there is no evidence.

Item 15 - DATE INSURANCE AND BONDS CHECKED. Enter the **date of the
           most recent insurance certification, financial statement or management
           report that indicates that the insurance and fidelity bond coverage is in
           accordance with the requirements of the debt instrument. If the coverage is
           not in accordance with the requirements of the debt instrument, a
           notification should be sent and a follow-up posted.**

NOTE: If office needs to set a follow-up for policy expiration, use "Other Use"
           Field - see Items 16 and 17.

Items 16 and 17 - OTHER USE 1/2/3/4 & DUE 1/2/3/4. These fields can be used as
           follow ups for anything received by or accomplished by the servicing office.
           (Examples: special scheduled visits, letters to borrower, telephone calls, follow
           up for forms, insurance policy expiration, etc.)

           Item 16 - Enter **item or action where follow up is being set** (11 characters
           available).

           Item 17 - Enter the **date the action is to be accomplished**.

Item 18 - RSRV. REQ. DEBT SERV. Enter the **total amount of Reserve Required
           for all loans** of the borrower for debt repayment. (Refer to the Loan Resolution
           or Bond Ordinance/Resolution.) Needs to be updated as new loans are closed.

           Item 19 - AMT ON HAND. Enter the **total debt reserve Amount On Hand
           for all loans of the borrower**. Needs to be verified and updated annually from
           management reports.

           Item 20 - AS OF. Enter the **most recent date the amount on hand was
           verified or updated**.

Item 21 - OTHER RESERVE REQ. Enter the **total amount of Other Reserve Required for all loans** of the borrower. (Refer to the Loan Resolution or Bond Ordinance/Resolution.) Needs to be updated as new loans are closed.

Item 22 - AMT ON HAND. Enter the **total other reserve Amount on Hand for all loans of the borrower.** Needs to be verified and updated annually from management reports.

Item 23 - AS OF. Enter the **most recent date the amount on hand was verified or updated.**

3.3   SCREEN CP05 FACILITY (PART 1)

3.3.1   Introduction

This Facility screen contains information and follow ups which are needed for each different type of facility.

Figure 3 - 3

```
 TSMUCP05                    RURAL DEVELOPMENT                       2
                            COMMUNITY PROGRAMS              DATE:   3
    1                        FACILITY (PART 1)              TIME:   4
 *********************************************************************************
 NAME:  5                          CASE:  6                    ACID: 8
                                                          FUND CDE: 8A
    LOCATION:  7                                           SIC CDE:  8B
    CONG DISTRICT:  (   9        )                         FACNBR:   8C
   POPULATION SERVED:  10        NUMBER MERGED:  11        UPDATED: 12
 -------------------------------------------------------------------------------
   ACTIVITY DATES            DUE       ACCOMPLISHED
 13   SECURITY INSPECTION    13A          13B
 14   COMPLIANCE REVIEW      14A          14B
 ARE ALL LENDER REQUIREMENTS BEING MET? (Y OR N):15   DATE: 16
 LAST VISIT TO         LENDER: 17      SITE/BORROWER:  18
 NEXT VISIT TO         LENDER:  19     SITE/BORROWER:   20
 -------------------------------------------------------------------------------
 WHITE:  21     BLCK:  22    ASIAN:  23    INDN:  24    HISP:  25    OTH:  26

 ================================================================================
  F2-PREV FACIL     F3-NEXT FACIL    F4-APP/BORR SUMMARY    F5-UPDATE MENU
  F6-DEL REC  F7-APP/BORR (PART 2)  F8-FACILITY PART 2 (USERS)
  F9-RESTORE SCREEN  F10 - MAIN MENU
```

3.3.2   Item Descriptions for Facility (Part 1) Screen

Items 1 through 6 - These items are systems generated.

Item 7 - LOCATION. (**Required field**) Enter the **location of the facility** (i.e., the name of the city address).

Item 8 - FACID. FACID is protected on this screen once the facility is added. It may be modified using the key field maintenance option. (Refer to Pages 2 - 25 through 2 - 28.) The FACID is made up of the following items:

Item 8A - FUND CDE. (**Required field**) Enter the **proposed Fund Code at the time the preapplication/application is entered into RCFTS**. For selection of the appropriate Fund Code, refer to Appendix A. This code should be verified after obligation using the ADPS UN screen.

Item 8B - SIC CDE. (**Required field for some Fund Codes**) Enter the **Standard Industrial Classification Code** [for Community Facilities, RBEGs, (formerly IDSs) ARCs, NNCs and 601s]. See Appendix B for a listing of valid codes.

Item 8C - FACNBR. (**Required field**) Facility Number. The Facility Number is assigned by the reporting office, and is used to distinguish between separate facilities (with the same Fund Code and SIC Code) financed for the same applicant/borrower. Numbering should begin at '01' for each facility (numeric). (Do <u>NOT</u> confuse the Facility Number with the Loan Number assigned by the Finance Office.)

NOTE: The only time a Facility Number other than '01' is needed is when a borrower receives financial assistance for two separate, non-related facilities, of the same Fund Code.

Example 1 - The borrower is a county. Loans are made to the county for water systems in several communities of the county. If they are not connected (independent systems), they would have separate facility id's (91-01, 91-02, etc.). If, however, each loan is to add extensions or improvements to the previous project, they would all have the same facility id (91-01).

Example 2 - The borrower is a not-for-profit corporation. Loans are made for nursing homes in two separate towns. In this case, each loan would have a separate facility id (97-8051-01, 97-8051-02).

Item 9 - CONG DISTRICT. (**Required field**) The Congressional District(s) where the facility is located. Space is provided for up to 4 entries. Congressional District designations are to be entered as 2 digits (numeric), beginning with the left-most box.

Item 10 - POPULATION SERVED. (**Required field**) Enter the **population of the service area or the population served by the project from the preapplication/ application** (numeric). This information must be updated from the Project Summary (1942-43 or 1942-45).

Item 11 - NUMBER MERGED. Enter the **number of facilities or applicant/borrowers merged**.

Item 12 - UPDATED. System generated. Record of the date of the last modification to this facility record.

Item 13 - SECURITY INSPECTION. Complete the following items:

> **Item 13A - SECURITY INSPECTION DUE.** Enter the **date the next Security Inspection (Form RD 1924-12) is due**. Once the Security Inspection is accomplished, enter the date the next one is due. [RD Instruction 1942-A Section 1942.17 (r) for CF or RUS Staff Instruction 1780-2 Section 3.2 (a) for WW.

> **Item 13B - SECURITY INSPECTION ACCOMPLISHED.** Enter the **date that the Security Inspection was accomplished**. A new due date should be entered for the next inspection due.

Item 14 - COMPLIANCE REVIEW. Complete the following items:

> **Item 14A - COMPLIANCE REVIEW DUE.** Enter the **date the Compliance Review (Form RD 400-7 or 400-8) is due** in accordance with FmHA Instruction 1901-E. Once accomplished, enter the date the next review is due.

> **Item 14B - COMPLIANCE REVIEW ACCOMPLISHED.** Enter the **date the last Compliance Review was accomplished**. A new due date should be entered for the next review due.

Item 15 - ARE ALL LENDER REQUIREMENTS BEING MET? Enter a **Y** if all loan requirements are being met or **N** if the loan requirements are not being met. This should be updated each time the situation changes. It must be verified when the lender/borrower visits are made. If you answer this field, you must also answer Item 16 - DATE. Items 15-20 are for Guaranteed loans only.

Item 16 - DATE. This field is mandatory if Item 15 was completed. Enter the **date that the determination in Item 15 was made**. (Date of field or lender visit, letter, etc.)

Item 17 - LAST VISIT TO LENDER. Enter the **date of the last visit to the lender**.

Item 18 - LAST VISIT TO SITE/BORROWER. Enter the **date of the last visit to the site or borrower**.

Item 19 - NEXT VISIT TO LENDER. Enter the **date the next visit to the lender should be scheduled**.

Item 20 - NEXT VISIT TO SITE/BORROWER. Enter the **date the next visit to the site or borrower should be scheduled**

Items 21 through 26 - Enter the **number of users associated with each race code**. Information for these items is first available from Form RD 1942-43 or 1942-45, Project Summary. Users are to be updated when all future Compliance Reviews (Form 400-7 or 400-8) are completed.

> **Item 21 - WHITE.**
> **Item 22 - BLCK.**
> **Item 23 - ASIAN.**
> **Item 24 - INDN.**
> **Item 25 - HISP.**
> **Item 26 - OTH.** OTHER refers to races that are not defined in Items 15 through 19. (This information should be obtained from Form RD 400-7 or 400-8, if available.)

NOTE: These fields should be updated as Compliance Reviews are completed.

3.4 SCREEN CP06 FACILITY (PART 2)

3.4.1 Introduction

This Facility screen contains the most recent count of users or members of the facility.

Figure 3 - 4

```
 TSMUCP06                    RURAL DEVELOPMENT                          2
                            COMMUNITY PROGRAMS                 DATE:    3
    1                       FACILITY  (PART 2)                 TIME:    4
********************************************************************************
 NAME:  5                CASE:  6              FACID:  7
                                USERS
 DATE VERIFIED:  8                                     OTHER
                            WATER          WASTE        UTILITY
                             9A             9B            9C
 9   RESIDENTIAL SIZE:
10   OTHER THAN RESIDENTIAL SIZE:    10A           10B           10C

11 TOTAL USERS SERVED:              11A           11B           11C


   TOTAL MEMBERS: 12



================================================================================
  F2-PREV FACIL     F3-NEXT FACIL   F4-APP/BORR SUMMARY   F5-UPDATE MENU
  F7-FACILITY PART1 F8-FACILITY PART3(WARRANTY/DD & FIN STMT)
  F9-RESTORE SCREEN  F10-MAIN MENU
```

3.4.2   Item Descriptions for Facility (Part 2) Screen

Items 1 through 7 - These items are system generated.

Item 8 - DATE VERIFIED. Enter **date of verification for water users, waste users or utility users, and for recreation members**. This information is obtained at the loan closing or the start of construction, whichever occurs first. It is to be updated annually from Form RD 442-2, "Statement of Income & Equity."

Item 9 - RESIDENTIAL SIZE. Residential size includes all farmers, ranchers, rural residents, and other users whose needs are met or, if there is no meter, could be met by a single residential size meter. If other than water or waste disposal service, use locally defined meter size or volume to determine residential size. Complete the following items:

> **Item 9A - RESIDENTIAL SIZE WATER.** Enter the **number of residential size water users**.

> **Item 9B - RESIDENTIAL SIZE WASTE.** Enter the **number of residential size waste disposal users**.

> **Item 9C - RESIDENTIAL SIZE OTHER UTILITY.** Enter the **number of residential size users for other utilities such as gas or electric**.

Item 10 - OTHER THAN RESIDENTIAL SIZE. All other than residential size users. Complete the following items:

> **Item 10A - OTHER THAN RESIDENTIAL SIZE WATER.** Enter the **number of other than residential size water users**.

> **Item 10B - OTHER THAN RESIDENTIAL SIZE WASTE.**   Enter the **number of other than residential size waste disposal users**.

> **Item 10C - OTHER THAN RESIDENTIAL SIZE OTHER UTILITY.** Enter the **number of other than residential size users for other utilities such as gas or electric**.

Items 11A through 11C - TOTAL USERS SERVED. These items are system
generated.

Item 12 - TOTAL MEMBERS. Enter the **total members verified for recreation
facilities**.

3.5   SCREEN CP07 FACILITY (PART 3)

3.5.1   Introduction

This Facility screen contains follow up dates for processing and servicing actions which relate to the facility.

Figure 3 - 5

```
 TSMUCP07                     RURAL DEVELOPMENT                            2
                             COMMUNITY PROGRAMS                     DATE:  3
  1                          FACILITY  (PART 3)                     TIME:   4
 ******************************************************************************
 NAME: 5                 CASE:   6               FACID: 7
   WARRANTY  INSPECTION   8                   FINANCING STATEMENT   10
 CONTRACT NO.    DUE      ACCOMPLISHED    DTE OF STMT      DUE         ACCOMPLISHED

     8A            8B          8C            10A           10B            10C




                                            9   D/D REPORT (9-11 MONTH)
                                                      9A            9B

 ==============================================================================
 F2-PREV FACLTY F3-NEXT FACLTY F4-APP/BORR SUMMRY F5-UPDATE MENU F9-RESTORE SCR
 F6-FACILITY PART 4 F7-FACILITY PART 2 F8-FUND & USER PART 1 F10-MAIN MENU
 --------> F6 TO SEE ADDITIONAL WARRANTY INPECTION/FINANCIAL STATEMENTS <--------

 ==============================================================================
```

3.5.2 Item Descriptions for Facility (Part 3) Screen

Items 1 through 7 - These items are system generated.

Item 8 - WARRANTY INSPECTIONS. The District Office employee will inspect each facility between the beginning of the 9th and 11th full month of the first year of operation. When all blank lines are complete, press F6 to access the continuation screen. Use Form RD 1924-12 to report this inspection and complete the following items:

Item 8A - WARRANTY INSPECTION CONTRACT NO. Enter a **contract identifier** (up to 3 characters) which has been assigned either by the project engineer/architect or by the servicing office for each contract associated with the project (i.e., I, A).

Item 8B - WARRANTY INSPECTION DUE. Enter the **date that the Warranty Inspection is due for each contract** , which is 9-11 months after the contract has been accepted by the engineer/architect as being completed.

Item 8C - WARRANTY INSPECTION ACCOMPLISHED. Enter the **date that the Warranty Inspection is accomplished for each contract** which is the date of Form RD 1924-12.

Item 9 - D/D REPORT (9-11 month). The District Office employee will review the borrower's total operational and management practices between the beginning of the 9th and end of the 11th full month of the first year of operation or earlier if a need is indicated. Form RD 442-4, District Director Report, is used. When all lines are completed, begin reusing the line containing the oldest entry. Complete the following items:

Item 9A - D/D REPORT DUE. Enter the **date the District Director Report is due**.

Item 9B - D/D REPORT ACCOMPLISHED. Enter the **date of the completed District Director Report**.

Item 10 - <u>FINANCING STATEMENT.</u> The Financing Statement is the notice required to protect the security of collateral. A line should be used for each Financing Statement to be filed. If a statement is filed in more than one place, (i.e., Secretary of State and County Recorder), a separate line should be completed for each one. If Financing Statements for multiple loans are being filed, follow the same procedure as above. You may wish to use a blank line to separate Financing Statements associated with each loan.

Press the **F6** key to access the continuation screen. Complete the following items:

Item 10A - <u>DTE OF FINANCING STMT.</u> Enter the **Date the Financing Statement was originally filed**.

Item 10B - <u>FINANCING STATEMENT DUE.</u> The Financing Statement Due date should be at least 2 months prior to the expiration date. The Due date will be used as a monitoring date.

Item 10C - <u>FINANCING STATEMENT ACCOMPLISHED.</u> Enter the **date that the financing statement was filed or renewed**.

NOTE: When all lines on this screen have been used, continue to the next screen [Facility (Part 4)].

3.6 SCREEN CP07B FACILITY (PART 4)

3.6.1 Introduction

This Facility screen is a continuation page for the Warranty Inspection and Financing Statement information on Facility (Part 3) **and is used only if there are not enough lines for follow-up on the Facility (Part3) screen.**

Figure 3 - 6

```
 TSMUCP7B                      RURAL DEVELOPMENT                         2
                              COMMUNITY PROGRAMS              DATE:      3
    1                         FACILITY  (PART 4)              TIME:      4
 ********************************************************************************
 NAME:   5                CASE:     6                   FACID:   7

     WARRANTY INSPECTION   8                     FINANCING STATEMENT    9
   DTE OF STMT    DUE    ACCOMPLISHED     DTE OF STMT     DUE     ACCOMPLISHED

     8A           8B         8C                 9A          9B          9C




 ================================================================================
 F2-PREV FACILITY   F3-NEXT FACILITY   F4-APP/BORR SUMMARY   F5-UPDATE MENU
 F7-FACILITY PART 3 F8-FUND & USER PART 1  F9-RESTORE SCREEN   F10-MAIN MENU

 ============================================================
```

3.6.2   Item Descriptions for Facility (Part 4) Screen

Items 1 through 7 - These items are system generated.

Item 8 - WARRANTY INSPECTIONS. This is a continuation from the Facility (Part 3) screen. The District Office employee will inspect each facility between the beginning of the 9th and 11th full month of the first year of operation. When all lines have been used, return to the Facility (Part 3) screen and begin reusing the lines with the oldest data. Use Form RD 1924-12 to report this inspection and complete the following items:

    Item 8A - WARRANTY INSPECTION CONTRACT NO. Enter a **contract identifier** (up to 3 characters) which has been assigned either by the project engineer/architect or by the servicing office for each contract associated with the project (i.e., I, A).

    Item 8B - WARRANTY INSPECTION DUE. Enter the **date that the Warranty Inspection is due for each contract** , which is 9-11 months after the contract has been accepted by the engineer/architect as being completed.

    Item 8C - WARRANTY INSPECTION ACCOMPLISHED. Enter the **date that the Warranty Inspection is accomplished for each contract** which is the date of Form RD 1924-12.

Item 9 - FINANCING STATEMENT. This is a continuation from the Facility (Part 3) screen. A line should be used for each Financing Statement to be filed. If a Statement is filed in more than one place (i.e., Secretary of State and County Recorder), a separate line should be completed for each one. When all lines have been used, continue to the previous screen [Facility (Part 3)] replacing information on the oldest line.

    Item 9A - DTE OF FINANCING STMT. Enter the **Date the Financing Statement was originally filed**.

    Item 9B - FINANCING STATEMENT DUE. The Financing Statement Due date should be at least 2 months prior to the expiration date. The Due date will be used as a monitoring date.

    Item 9C - FINANCING STATEMENT ACCOMPLISHED. Enter the date the Financing Statement was filed or renewed.

3.7 SCREEN CP08 FUNDING & USER INFORMATION (PART 1)

3.7.1 Introduction

This Funding and User Information screen contains general information and deobligation information about a particular loan/grant/guarantee. If the Source of the Funds code equals '1,' the word "GUARANTEED" displays on the left side of the header.

Figure 3 - 7

```
 TSMUCP08                   RD COMMUNITY PROGRAMS                          2
   1                        LOAN/GRANT REQUEST                   DATE:     3
       5              FUNDING & USER INFORMATION (PART 1)        TIME:  4
   ****************************************************************************
 NAME:  6                    CASE:  7              FACID:  8    -   REQ NO: 9
                        ASSISTANCE TYPE: 10      LOAN NO: 11     GRANT NO:12
 FUNDING INFORMATION:    STATE INTERGOV'T ID: 13
 SRCE OF FUNDS:  14          SECURITY CODES: 15        SECURITY BASIS:  16
 FUND AUTH:      17          ESCROW/RESERVE REQ:  18
 PURP OF FUNDS:  19          PRIORITY WT:  20         SI:  21
 MEDIAN INCOME:  22          ENVIR IMPACT/CDE:23      DTE ENV.IMPACT ASSMT: 24
                 DTE APPEAL FILED:  25        DTE APPEAL RESOLVED:  26
 LOAN CLASSIFICATION CODE: 27                          :
  EZ/EC CODE:  28-29    NAME:  30                   YR DESIGNATION: 31
 DEOB1 LN:AMT:  32A            FY:  33A        REAS:  34A
 DEOB2 LN:  32B                     33B               34B
 DEOB3 LN:  33C                     33C               34C
 DEOB1 GR:AMT:  32A            FY:  33A        REAS:  34A
 DEOB2 GR:  32B                     33B               34B
 DEOB3 GR:  32C                     33C               34C
 ============================================================================
 F2-PREV REQ NO.  F3-NEXT REQ NO.  F4-APP/BORR SUMMARY  F5-UPDATE   F6-DEL REC
 F7-FACILITY PART 3  F8-FUND & USER PART 2   F9-RESTORE SCREEN   F10-MAIN MENU  *
 *FUTURE ENHANCEMENT
```

3.7.2   Item Descriptions for Funding & User Information (Part 1) Screen

Items 1 through 9 - These items are system generated.

Item 10 - ASSISTANCE TYPE. Refer to Appendix A for a complete list. Enter the **proposed appropriate 3-digit assistance type code when the preapplication is entered**. This code should be double checked at the time of loan/grant approval. (The code will be the same as the assistance type for the code shown on Form RD 1940-1 or 1940-3.) This is a mandatory field.

Items 11 and 12 - These items are system generated.

Item 13 - STATE INTERGOV'T ID. Applies to all programs covered by Executive Order 12372. Enter **one of the following**:

· For states or other programs not covered by the Executive Order, enter **NOT APPLICABLE**.

· For all other programs, enter the **entire number assigned** [The State Application Identifier (SAI) may be a combination of alphanumeric and numeric characters]. Also include any special characters.

· If SAI is not available for an applicable program, enter **NOT AVAILABLE**. Enter the **SAI number when it is received**.

Item 14 - SRCE OF FUNDS. Enter the **appropriate Source of Funds code based on preapplication/application information**. This should be updated, as necessary, during application processing. This code must be double checked when funds are actually obligated.

Code	Description
0	Grant Only
1	Guaranteed Loan
2	Direct Loan Only
3	Direct Loan and Grant
4	Emergency Disaster Water Assistance Grant (Section 306A-PL 101-82, Disaster Assistance Act of 1989)
5	Solid Waste Management Grants
6	Emergency Disaster Water Assistance Grant (Section 306B-PL 101-624, FACT Act of 1990)
7	Water and Waste Disposal Loans/Natural Disaster
8	Water and Waste Disposal Grants/Natural Disaster
9	Emergency Community Assistance Grants/Natural Disaster
A	Television Demonstration Grants
B	Grants to Alleviate Health Risks (306C)
C	Rural Alaskan Villages
D	Rural Cooperative Development Grant
F	REDL Rural Economic Development Loan
G	REDG Rural Economic Development Grant
H	Guaranteed Loan & Grant Combination

> **NOTE**: The Source of Funds code is used heavily in selection of FOCUS report criteria. It is vital that this code be accurate and up-to-date.

Item 15 - SECURITY CODES. Enter **up to a maximum of 5 codes to indicate the type(s) of security** being used. If more than 5 codes are appropriate, enter the five most important. Start in the left-most position. This information should be obtained from the Project Summary, Forms RD 1942-43 or
1942-45.

NOTE: When correcting or modifying this field, re-enter all appropriate codes.
If you want to delete a code, press the space bar to remove and press
the + (ENTER) key.

Code	Description
A	General Obligation Bonds
B	Special Assessments
C	Revenue Bonds
D	Real Estate Liens/Notes
E	Chattel Lien/Notes
H	Assignment of Income
I	Statutory Liens
L	Assignment of Leases (Direct Loans Only)
X	Other

Item 16 - SECURITY BASIS. This field is used only for community facility loans.
Refer to Form 1942-43, Project Summary. Enter **one of the following codes**:

Code	Description
1	'5-5 Criteria': In existence at least 5 years and with 5 years of financially successful operation
2	Assured Income
3	Exceptional Community Support
4	HHS Agreement
5	Reliable Income

Item 17 - FUND AUTH. (Fund Authorization) Used to identify funds authorized as special appropriations. Otherwise leave blank. Codes previously assigned to this data element are:

Code	Description
H	For Jobs Bill - High Unemployment (FY 83)
J	For Jobs Bill - Other Destination (FY 83)
Y	For Drought Declaration - Water Only (FY 77)
D	For WWD Loans/Natural Disaster (Source of Funds Code 7) (FY 93)
D	For WWD Grants/Natural Disaster (Source of Funds Code 8) (FY 93)
D	For Emergency Community Assistance/Natural Disaster (Source of Funds Code 9) (FY 93)
Z	Agriculture, Rural Development, Food & Drug Administration & Related Agencies Appropriation Act, 1995; P.L. 103-330 (EZ/EC)

Item 18 - ESCROW/RESERVE REQ. Enter **one of the following**:

Y   If the loan resolution, bond ordinance, other evidence of debt and/or security instrument requires the borrower to maintain an escrow or reserve account.

N   If there is no requirement for an escrow or reserve account.

Item 19 - PURP of FUNDS. (**Required field**) Enter the **appropriate code from the list below (only one code for each Loan Request)**. Subsequent loans for the same project (except for Cost Overrun) will be reported under the same code as the initial loan.

Code	Description
0	**Cost Overrun** - Used for subsequent Loan/Grant Requests which will be obligated to pay additional costs incurred <u>after start of construction</u>. The explanation of cost overrun contained in RD Instruction 1942-A, Section 1942.17 (c)(2) VIII for CF, or RUS Instruction section 1780.17 (d)(7)(f) for WW. is broader and may include costs in addition to those described herein.

(CONTINUED)

1   **New** - Funds which will be used for a facility that was not in operation before Rural Development funding.

2   **Expansion** - Funds which will be used for enlarging the service capacity of an existing Facility.

3   **Renovation** - Funds which will be used to remodel and/or update an existing facility (Applicant need not be the owner at this time).

4   **Replacement** - Funds which will be used to replace all or part of an existing facility.

5   **Transfer of Ownership** - Funds which are used for the purchase of an operating, existing facility (Owner is not presently a Rural Development borrower).

6   **Restructure/Refinance Debt** - Funds which will be used to refinance an existing debt.

7   **Transfer and Assumption** - A new/existing borrower assumes a loan already on the system. Change Status to 408.

8   **Vehicles and Equipment** - Funds which will be used for the purchase of equipment and/or vehicles.

9   **Other** - Funds which will be used for a reason not listed above.

A   Revolving Loan Fund

B   Small Business Incubator

C   Technical Assistance

Item 20 – PRIORITY WT. Enter the **score assigned to the preapplication/ application** for CF Direct/Guaranteed and WW Guaranteed-Guide 26 to RD Instruction 1942-A for WW Direct-RUS Bulletin 1780-1 of RUS Instruction 1980, and form RD 3570-1 to RD Instruction 3570-B for CF Grants. Attachment 1 to RD Instruction 1942-G is used for RBEG's and to RUS Instruction 1780 is used for Emergency Community Water Assistance Grants. This field must be updated each time the priority points are revised prior to obligation of funds.

NOTE: When you have a CF Direct and Grant project, you should average the priority weight scores from both forms and enter that number in this field. You may record the separate scores in the remarks field on screen CP09.

Item 21 – SI. (SPECIAL INITIATIVE CODES) Enter any special initiative codes (if applicable):

A	Target Area (based on State Strategic Plan)
B	Water 2000
C	Pacific Northwest (PNW)
D	Reap Zones
E	Military Base Closings
F	NAD/NAFTA (North American Fair Trade Agreement)
G	Fund for Rural America
H	Medically Underserved Area
I	High Unemployment Area
J	Earth Day

Item 22 - MEDIAN INCOME. (**Required field**) The median household income used for each Loan Request. The source of the median household income must be a part of the case file for each Loan Request. This field is input at preapplication/application time, and must be updated from the Project Summary, Forms RD 1942-43 or 1942-45.

Item 23 - ENVIR IMPACT CDE. Enter the **appropriate (numeric) code from the list below**.

> **NOTE**: Reporting in this field may require a change from initial submission to indicate completion of an Environmental Impact Assessment.

a.)   Initial reporting under these codes does not require subsequent reporting. The date that the determination is made must be entered in Item 23.

> 0 - Categorical exclusion, (FmHA Instruction 1940-G).
> 1 - Environmental Impact Assessment, Class I - no significant impact.
> 2 - Environmental Impact Assessment, Class II - no significant impact.

b.)   Initial reporting under these codes require subsequent reporting. The date that the determination is made must be entered in Item 23.

> 3 - Environmental Impact Assessment, Class I - significant impact, statement required.

       4 - Environmental Impact Assessment, Class II - significant impact, statement required.

       5 - Statement required by other federal agency, Rural Development participating.

c.)   To be used for subsequent reporting. The date that the action was completed must be entered in Item 23.

       7 - Environmental Impact Statement Completed, Rural Development lead agency.

       8 - Environmental Impact Statement Completed, Rural Development participation.

       9 – Adopt outside environmental assessment

Item 24- DTE ENV IMPACT ASSMT. Enter the **Date the Environmental Impact Assessment is complete**.

Item 25 - DTE APPEAL FILED. Enter the **Date the Appeal is Filed**. If subsequent appeal occurs, enter the most recent date of the action.

Item 26 - DTE APPEAL RESOLVED. Enter the **Date the Appeal is Resolved**.

Item 27 - LOAN CLASSIFICATION CODE. This item is system generated for Direct loans. However, for CP guaranteed loans, the classification code must be entered at the time of the loan closing and updated as necessary. Refer to FmHA Instruction 1904-C for an explanation of the codes.

Code	Description
1	Commercial
2	Standard
3	Substandard
4	Doubtful
5	Loss

Items 28-31 - EZ/EC. These items identify the Empowerment Zone/Enterprise Community (EZ/EC) areas in which loans and grants are made or the Champion Community areas if a loan or grant was made in that area.

Items 28 and 29 - EZ/EC Code.

Item 28 - Enter the appropriate letter code from the following list:

Code	Description
Z	Empowerment Zone
C	Enterprise Community
T	Champion Community

Item 29 - Refer to Appendix K for the numeric ID Code for the EZ/EC or Champion Community.

NOTE: The EZ/EC letter and number codes may be entered by overwriting the "hyphen" and the hyphen will be system-generated when the screen is updated.

Item 30 - EZ/EC Name: This field is system-generated based on the ID code entered in items 27 and 28.

Item 31 - EZ/EC YR Designation: The fiscal year of designation of the EZ/EC or Champion Community. This item is system-generated from the ID code entered in items 27 and 28.

Items 32, 33, 34 - DEOBLIGATION INFORMATION. There are six deobligation lines. Three lines are for Loan Deobligation Information and three are for Grant Deobligation Information. A line should be completed for each deobligation processed.

Item 32A - TOTAL DEOBL1. Enter the **total amount of funds (loan/grant) that were deobligated in the <u>same fiscal year</u> in which the funds were obligated**.

Item 32B - TOTAL DEOBL2. Enter the **total amount of funds (loan/grant) deobligated in a <u>fiscal year subsequent</u> to the year in which the funds were obligated**.

Item 32C - TOTAL DEOBL3. Enter the **total amount of funds (loan/grant) deobligated in a <u>fiscal year subsequent</u> to the year in which the funds were obligated**.

Item 33A - TOT DEOB FY1. This item is system generated.

Item 33B - TOT DEOB FY2. Enter the **year as YY (i.e., 90) that the funds (loan/grant) were deobligated**.

Item 33C - TOT DEOB FY3. Enter the **year as YY (i.e., 91) that the funds (loan/grant) were deobligated**.

Item 34(A-C) - REASON. Enter the **reason that the aforementioned funds (loan/grant) were deobligated** Funds not withdrawn from FO would be considered cancelled. Funds that are withdrawn and placed in the borrower's construction account, and not used in project development, are considered a return of unused funds. Enter**one of the following valid codes**:

<u>Code</u>	<u>Description</u>
1	Cancelled by Borrower
2	Cancelled by Lender
3	Return of Unused Funds

3.8 SCREEN CP09 FUNDING & USER INFORMATION (PART 2)

3.8.1 Introduction

This Funding and User Information screen contains information showing the actual numbers benefiting from the particular loan/grant/guarantee as well as servicing action data. If the Source of Funds code equals '1,' the word "GUARANTEED" displays on the left side of the header.

Figure 3 - 8

```
TSMUCP09                  RD COMMUNITY PROGRAMS                      2
   1                      LOAN/GRANT REQUEST                   DATE  3
     5                FUNDING & USER INFORMATION (PART 2)       TIME    4
**************************************************************************
NAME:  6                 CASE:  7              FACID   -  8       REQ NO:9
                                               LOAN NO: 10      GRANT NO:11
    USERS           WATER                WASTE            OTHER UTILITY
            ACTUAL       EDU        ACTUAL      EDU        ACTUAL      EDU
12 RESID     12A         12B         12C        12D        12E        12F
13 OTHER     13A         13B         13C        13D        13E        13F
             13G         13H         13I        13J        13K        13L
 TOTAL:
 SYSTEMS INFO:
   DIST/COLLEC: 14          SOURCE/DISP: 15          TREATMENT:  16
   AVG USER RATES:  17      AVG SIMILAR SYS:  18


19 JOBS   CREATED:  19A       SAVED: 19B       NO. BUSINESSES ASSISTED: 19C
 UNIT-CD: 20      NO. UNITS: 21
 TOTAL SQ. FT: 22        REMARKS:  23
 LOAN/GRANT ORIGINATED FROM A SERVICING ACTION:    CASE NO:  24
 CODE: 25   LOAN NO:  26                   GRANT NO: 27
========================================================================
F2-PREV REQ NO  F3-NEXT REQ NO   F4-APP/BORR SUMMARY      F5 - UPDATE MENU
F7-FUND & USER PART 1  F8-FUND & COST PART 1  F9-RESTORE SCREEN  F10-MAIN MENU
```

3.8.2 Item Descriptions for Funding & User Information (Part 2) Screen

Items 1 through 11 - These items are system generated.

> **NOTE**: Items 12 through 17 are to be taken from the Project Summary (1942-43 or 1942-45) and represents only the numbers created by this loan, loan and grant, or grant only request. Once the facility is in operation, the required annual verifications are captured on the Facility (Part 2) screen.

Item 12 - RESID. Residential size includes all farmers, ranchers, rural residents, and other users whose needs are met or, if there is no meter, could be met, by a single residential size water meter. If other than water or waste disposal service, use locally defined meter size or volume to determine residential size. Complete the following items:

Item 12A - RESIDENTIAL SIZE WATER. Enter the **number of residential size water users** assisted with this loan/grant.

Item 12B - RESIDENTIAL SIZE WATER EQUIVALENT DWELLING UNITS (EDUs). Enter the **number of residential size water EDUs** assisted with this loan/grant.

Item 12C - RESIDENTIAL SIZE WASTE. Enter the **number of residential size waste disposal users** assisted with this loan/grant.

Item 12D - RESIDENTIAL SIZE WASTE EQUIVALENT DWELLING UNITS (EDUs). Enter the **number of residential size waste EDUs** assisted with this loan/grant.

Item 12E - RESIDENTIAL SIZE OTHER UTILITY. Enter the **number of residential size users for other utilities** such as gas or electric assisted with this loan.

Item 12F - RESIDENTIAL SIZE OTHER UTILITY EQUIVALENT DWELLING UNIT (EDU). Enter the **number of residential size EDUs for other utilities such as gas or electric** assisted with this loan/grant.

Item 13 - OTHER THAN RESIDENTIAL SIZE. All other than residential size users. Complete the following items:

Item 13A - OTHER THAN RESIDENTIAL SIZE WATER. Enter the **number of other than residential size water users assisted with this loan/grant**.

Item 13B - OTHER THAN RESIDENTIAL SIZE WATER EQUIVALENT DWELLING UNITS (EDUs). Enter the **number of other than residential size water EDUs** assisted with this loan/grant.

Item 13C - OTHER THAN RESIDENTIAL SIZE WASTE. Enter the **number of other than residential size waste disposal users assisted with this loan/grant**.

Item 13D - OTHER THAN RESIDENTIAL SIZE WASTE DISPOSAL EQUIVALENT DWELLING UNIT (EDU). Enter the **number of other than residential size waste disposal EDUs** assisted with this loan/grant.

Item 13E - OTHER THAN RESIDENTIAL SIZE OTHER UTILITY. Enter the **number of other than residential size users for other utilities such as gas or electric assisted with this loan**.

Item 13F - OTHER THAN RESIDENTIAL SIZE OTHER UTILITY EQUIVALENT DWELLING UNIT (EDU). Enter the **number of other than residential size other utility EDUs for other utilities such as gas or electric** assisted with this loan.

Items 13G, 13H, 13I, 13J, 13K, and 13L - TOTALS. System generated.

Item 14 – TYPE OF DISTRIBUTION/COLLECTION CODE. Select one of the following types of distribution for water systems (91 fund code). Select one of the following for wastewater, stormwater, solid waste collection (92 fund code). Two codes may be selected for water and sewer combinations (93 fund code). Up to four codes may be entered.

Water Distribution:		Wastewater Collection:	
A	Full fire flow	I	Conventional gravity
B	Partial fire flow	J	Small diameter gravity
C	Demand flow only	K	Vacuum
D	Average flow	L	Effluent pumps
E	Cluster	M	Grinder pumps
F	Individual	N	Hauling

Stormwater Collection:		**Solid Waste Collection:**	
G	Gravity	P	Own trucks
H	Pumping	Q	Contract haulers
		R	Collection sites

ITEM 15 – TYPE OF SOURCE/DISPOSAL (DISCHARGE). Select up to four types of source/disposal. If it is a 93 fund code than two codes should be entered.

Water Source:		**Wastewater Discharge:**	
A	Lake intake	K	Controlled discharge
B	River intake	L	Lake
C	Off-stream reservoir	M	Stream
D	Spring	N	Ocean outlet
E	Wells	O	Spray irrigation
F	Purchase contact	P	Surface irrigation
		Q	Overland flow
Stormwater Discharge:		R	Rapid infiltration
G	Lake	S	Natural wetlands
H	Stream	T	Constructed wetlands
Solid Waste Disposal:			
I	Landfill		
J	Contract disposal		

ITEM 16 – TYPE OF TREATMENT. Select one of the following types of treatment for water or sewer systems (91 and 92 fund codes). Select up to four codes.

Water Treatment:		**Wastewater Treatment:**	
A	Aeration	S	Flow equalization
B	Coagulation/Flocculation	T	Sedimentation
C	Clarification	U	Anaerobic lagoons
D	Filtration	V	Aerated lagoons
E	Disinfection	W	Trickling filters
F	Taste/Order Control	X	Rotating biological contractors
G	Softening	Y	Packed bed reactors
H	Iron/Manganese Removal	Z	Activated-Sludge
I	Trace Organics	AA	Stabilization ponds
J	Removal of Inorganics	BB	Microscreening
K	Reverse Osmosis	CC	Nitrogen removal
L	Electrodialysis	DD	Phosphorus removal
	Stormwater treatment:	EE	Clorination
M	Screening	FF	Disinfection with ozone
N	Sedimentation	GG	Dechlorization

Solid waste treatment:

O   Incineration

P   Recycling

Q   Composting

R   Energy recovery

Item 17 – AVERAGE USER RATES.   Average monthly rate per residential user. Information can be obtained from the Project Summary.

Item 18 – AVERAGE SIMILAR SYSTEMS RATES. Average monthly user cost for similar systems. Information can be obtained from the Project Summary.

Item 19 - JOBS. Complete the following (numeric) fields for Community Facilities Direct/Guaranteed Loans and Rural Business Enterprise Grants (formerly IDG's). This information should be available on the Project Summary, Form RD 1942-43, and represents only the jobs affected by this loan/grant.

1.   Count 2 part-time jobs as 1 full-time job. Count 3 seasonal jobs as 1 full-time job. If part-time and/or seasonal jobs add up to a fraction, round up to the nearest integer.

2   Estimate the number of existing full-time jobs.

Item 19A - CREATED. The number of jobs created by this Rural Development funding. If none, enter **0**.

Item 19B - SAVED. The number of jobs saved as a direct result of Rural Development funding. If none, enter **0**.

Item 19C - NO. BUSINESSES ASSISTED. The number of businesses assisted as a direct result of funding for the facility. If none, enter 0.

Item 20 - UNIT-CD. System generated based on NAICS code for community facility loans only. It is used to measure units. It represents the type of unit (number of acres, number of beds, area of usable floor space, etc.) used. Definitions for unit type codes can be found in Appendix C.

Item 21 - NO. UNITS. Enter **number of units (designated in Item 14 - UNIT-CD) added with this loan**. The number of units added with this funding should be available on the Project Summary, Form RD 1942-43.

Item 22 - TOTAL SQ. FT. Complete the following field for Community Health Care Facilities and Other Community Facilities. Enter the **number of square feet added as a result of this funding**. For renovations to existing facilities, enter the total square feet being renovated. This can be taken from the Project Summary, Form RD 1942-43.

Item 23 - REMARKS. Enter **any remarks concerning the loan and/or grant**. Remarks are limited to 40 characters. (This field could be used for status remarks.) This field data prints on the RCFTS FOCUS Canned Report CP10, Status Summary Report.

Item 24 - CASE NO. Enter **Case Number of previous borrower if loan and grant originated from a servicing action**. Insert only when codes 01, 02, or 08 are used in Item 20.

Item 25 - CODE. If loan and/or grant originated from a servicing action, enter **one of the following codes**:

Code	Description
01	Transfer/Assumption (current)
02	Transfer/Assumption (delinquent)
03	Reamortized Loan
04	Reamortized-Delinquent Portion Only
05	Rescheduled Loan
06	Rescheduled-Delinquent Portion Only
07	Unauthorized Assistance
08	Credit Sale
09	Protective Advance
10	Combining Loans (in order to match PLAS)

Item 26 - LOAN NO. Enter **old Loan Number(s) in effect before servicing action was taken**.

Item 27 - GRANT NO. Enter **old Grant Number(s) in effect before servicing action was taken**.

3.9 SCREEN CP9A RELENDING PROGRAMS INFORMATION

3.9.1 Introduction

This screen will be used when Rural Development funds are made for the purpose of a revolving loan fund such as Rural Business Enterprise Grants (RBEGS) or Rural Economic Development Grants (REDLG).

Figure 3-9

```
TSMUCP9A                    RD COMMUNITY PROGRAMS                          2
    1                         LOAN REQUEST                      DATE:   3
 PAGE 0001           RELENDING PROGRAMS INFORMATION             TIME:    4
***************************************************************************
 NAME: 5              CASE:        6          FACID:  7          REQ NO: 8
                     RUS ID: 9              LOAN NO:      10 GRANT NO: 11
 REDLG: THIRD PARTY DOC APPRVD: 12           PREV RUS LOAN NO:  13 GRANT NO: 14
                         ULTIMATE RECIPIENTS
                          DATE          JOBS            NAIC    STATUS
   RECIPIENT NAME      AMOUNT    ADVANCED    CRD   SVD   VER    CODE  (C,A,D)
       15              16         17       18a   18b   18c     19      20


=======================================================================
 F2-PREV REQ NO.  F3-NEXT REQ NO.  F4-APP/BORR SUMMARY  F5-UPDATE

 F11-FUND & USER PT 2 F12 FUND & COST PART 1 F9-RESTORE SCREEN   F10-MAIN MENU
```

3.9.2 Item Descriptions for Relending Program Information

Items 1 through 8. These items are system generated.

Item 9. This item is applicable only to REDLG projects. Enter the number assigned by the RUS Program for their borrower (which is our applicant for REDLG project). An example of this number is MO 044.

Item 10. Enter the two-digit loan number assigned by the Finance Office at the time of obligation of funds.

Item 11. Enter the two-digit grant number assigned by the Finance Office at the time of obligation of funds.

Item 12. Enter the date the loan closing documents for third party applicants are approved by Rural Development.

Item 13. Enter the loan number used previously by the RUS Program (applicable only for the REDLG loan projects).

Item 14. Enter the grant number used previously by the RUS Program (applicable only for REDLG grant projects).

Item 15. Enter the name of the recipient of third party loan.

Rural Business Enterprise Grants – The ultimate recipient advance information on this screen should be updated after the ultimate recipient's application has been approved by the Agency.

Rural Economic Grant Program – The ultimate recipient advance information on this screen should be updated when the grant is approved by the Agency.

Item 16. Enter the amount of the third party loan to the ultimate recipient.

Item 17. Enter the date the loan was advanced to the ultimate recipient.

Item 18. Enter information about the jobs created, saved or verified.
>   18a – Number of jobs created.
>   18b – Number of jobs saved.
>   18c – Number of jobs verified.

Item 19. Enter the NAICS code for the ultimate recipient. This code can be found in the *North American Industrial Classification System Manual (NAICS).*

Item 20. Enter the account status of the ultimate recipient's loan:
    C – Current   A – Ahead   D - Delinquent

3.10 SCREEN CP10 FUNDING & COST INFORMATION (PART 1)

3.10.1 Introduction

This Funding and Cost Information screen contains information about closing and repayment of the particular loan. If the Source of Funds code equals '1,' the word "GUARANTEED" displays on the left side of the header.

Figure 3 - 10

```
TSMUCP10                    RD COMMUNITY PROGRAMS                        2
  1                         LOAN/GRANT REQUESTS                    DATE:  3
    5                FUNDING & COST INFORMATION (PART 1)           TIME:    4
*****************************************************************************
NAME: 6               CASE:  7              FACID:  8          REQ NO: 9
                                            LOAN NO:   10    GRANT NO:11
OBLIGATION INFORMATION:       FY OBLIGATED: 12       MATURITY: 13
 TYPE OF INTEREST: 14         INTEREST RATE:15       DOCUMENT TYPE CODE: 16
 TYPE OF INT CLSD: 17         INT RATE CLSD: 18      FORM OF DEBT INSTRMT:19
 CURRENT INT RATE: 20         DATE CUR RATE:  21     PREPAYMENT RESTRCTNS:22
DTE OF OGC POST REVIEW: 23       SUPPL PAY AGRMNT: 24   TAX-EXEMP INT:  25
 PAYMENT SCHEDULE:
AMORTIZED FREQ:26 PRINC PLUS INT: 27  PRINC FREQ: 27A  INT FREQ: 27B  PAY COLL CDE: 28


DATE OF LAST PAYMENT   29           AMOUNT OF NEXT PAYMENT   30
LOAN PAYMENT STATUS  31             DUE DATE NEXT PAYMENT      32
UNPAID PRIN  33          UNPAID INT  34            TOT UNPAID BAL:  35
DATE UNPAID BALANCE: 36        DAILY INT ACCRUAL:   37
      UNLIQ LOAN OBLIG: 38           UNLIQ GRANT OBLIG:  39
      DTE OF LST ADV. (LN)  40      DTE OF LST ADV. (GR)  41
================================================================================
F2-PREV REQ NO F3-NEXT REQ NO F4-APP/BORR SUMMARY F5-UPDATE MENU F6-INT HISTORY
F7-FUND & USER PART 2 F8-FUND & COST PART 2  F9-RESTORE SCREEN  F10-MAIN MENU
```

3.10.2   Item Descriptions for Funding & Cost Information (Part 1)

Items 1 through 12 - These items are system generated.

Item 13 - MATURITY. The total number of years in which the loan must be repaid (numeric). Obtain the number of repayment years from the Project Summary, Form RD 1942-43 or 1942-45. (Includes interest-only years.)

Item 14 - TYPE OF INTEREST. Enter **code for the type of interest being charged for the funds obligated**.

Direct Loans - Obtain the information from the Project Summary, Form RD 1942-43 or 1942-45.

> P = Poverty
> I = Intermediate
> M = Market Rate Level

Guaranteed Loans - Obtain the information from the Conditional Commitment for Guarantee, Form RD 449-14, or other processing documents.

> F = Fixed
> V = Variable

Item 15 - INTEREST RATE. Enter the **rate of interest established at the time of obligation**. Enter as a 6-digit number - 2 whole numbers, with 4 decimal places (99.9999). For example, 8 1/4 per cent interest must be entered as 08.2500.

Item 16 - DOCUMENT TYPE CODE. (**Direct Loans Only**) (**Protected field for CF & WW**) Information will be downloaded from the Program Loan Accounting System updated by the Finance Office at loan closing. The following is a list of the types of documents that the borrower's repayment schedule is based. The code will be supported by appropriate documents in the case file or in the Finance Office. Code 8 - OTHER, would include some type of debt instrument other than those listed BUT NOT Supplemental Payment Agreements. For REDL enter one of the following:

Code	Description
1	Original Note (RD Form 440-22)
2	Original Bond
3	(Not Used)
4	Rescheduling Agreement
5	Reamortization
6	Assumption Agreement - Same Terms (RD Form 460-9)
7	Assumption Agreement - New Rates and Terms (RD Form 460-5)
8	Other (i.e., Special Assessment Warrants or Improvement Warrants)

> **NOTE**: It is essential that the loan/grant number and case number matches the accounting system in order for the download to take place.

Item 17 - TYPE OF INT CLSD. Enter the **type of interest charged at the time of loan closing**. This field is required even if the interest rate type has not changed since obligation.

Direct Loans - Obtain the information from the closing instruments.

P = Poverty
I = Intermediate
M = Market Rate Level

Guaranteed Loans - Obtain the information from Form RD 1980-19, Loan Closing Report.

F = Fixed   V = Variable

Item 18 - INT RATE CLSD. Enter the **rate of interest to be charged, as determined at loan closing**. This field is required even if the interest rate has not changed since obligation. Enter as a 6-digit number - 2 whole numbers, with 4 decimal places (99.9999). For example, 8 1/4 per cent interest must be entered as 08.2500. (Obtain from closing instruments.)

Item 19 - FORM OF DEBT INSTRMT. (**Direct Loans Only**) (**Protected Field for CF & WW**) The following codes are the forms of debt instruments. Information will be downloaded from the Program Loan Accounting System when the loan closing is processed by the Finance Office. For REDL enter one of the following:

Code	Description
1	Promissory Note
2	Bearer Bond
3	Registered Bond
4	(Not Used)
5	Other, Including Warrants

Items 20 and 21 - CURRENT INTEREST RATE AND DATE.

> **NOTE**: Items 20 and 21. These fields are used for guaranteed loans only. These fields will display the most Current Interest Rate and effective date of current interest rate entered. All previous rates and dates entered will display on Screen CP1A - Interest Rate History, which is accessed by pressing F6 from this screen.

> **NOTE**: Care should be taken when entering the Current Interest Rate and the Date of the current rate. Once the information is entered and transferred to the Screen CP1A - Interest Rate History, it cannot be changed on that screen.

Item 20 - CURRENT INTEREST RATE. (Guaranteed Loans Only) This field will be system generated when the Interest Rate Closed is entered on the line above. The rate will also be system generated to Screen CP1A - Interest Rate History.

If the loan has a variable interest rate, the current rate should be entered each time the rate changes. As a new rate is entered, it will automatically be recorded on the Interest Rate History screen.

Enter as a 6-digit number - 2 whole numbers, with 4 decimal places (99.9999). For example, 8 1/4 per cent interest must be entered as 08.2500.

Form RD 1980-41, Guaranteed Loan Status Report, will be completed by the lender semi-annually and a copy will be furnished to the servicing office. The current interest rate will be indicated on this form.

Item 21 - DATE CURRENT INTEREST RATE.   (Guaranteed Loans Only)

This date is to be entered by the user first on the date of loan closing. If the loan has a variable interest rate, this date should be the new effective date each time the rate is changed. This date will automatically be recorded on the CP1A, Interest Rate History screen.

NOTE: If Date Current Interest Rate is entered, the Current Interest Rate must also be entered.

NOTE: The Interest Rate History screen can be accessed from this screen by pressing the F6 key.

Item 22 - PREPAYMENT RESTRCTNS. (Direct Loans Only) Complete based on loan closing documents. Enter **one of the following**:

Y   If there are any restrictions on the prepayment of this loan.

N   If there are no restrictions on prepayment.

Item 23 - DTE OF OGC POST REVIEW. Enter the **date of OGC's post review loan closing opinion**.

Item 24 - SUPPLMNTL PAY AGRMNT. (**Direct Loans Only**) Enter **Y** if there is an executed Supplemental Payment Agreement for this loan that is included in the case file. Enter **N** if there is not an executed Supplemental Payment Agreement in the case file. (Complete at loan closing.)

IMPORTANT: This is for informational purposes only. Supplemental Payment Agreements are not to be considered in completing any elements concerning payment schedule.

Item 25 - TAX-EXEMP INT. (**Direct Loans Only**) Complete at loan closing. Enter **one of the following**:

Y   If there is an explicit statement in the debt instrument or accompanying bond counsel opinion if applicable, that the interest is exempt from federal income tax.

N   If there is no such statement.

> **NOTE**: This does not refer to whether the borrower itself is a tax-exempt organization.

Item 26 - AMORTIZED FREQ. (**Direct Loans Only**) (**Protected field for WW & CF Amortized loans**) The following describes the number of AMORTIZED payments the borrower is contractually required to make each year. Information will be updated by the Finance Office at loan closing and downloaded from the Program Loan Accounting System to RCFTS.

Code	Description
01	Annually
02	Semi-annually
04	Quarterly
12	Monthly

Item 27 - PRINCIPAL PLUS INTEREST. (**Direct Loans Only**) Information for principal plus interest debt instruments must be entered by the field offices. Complete the following items only if principal plus interest installment:

Item 27A - PRINCIPAL FREQ. Enter the **code for the number of principal payments per year called for in the debt instrument**.

Code	Description
01	Annually
02	Semi-annually
04	Quarterly
12	Monthly

Item 27B - INT FREQ. Enter the **code for the number of interest payments per year called for in the debt instrument**.

Code	Description
01	Annually
02	Semi-annually
04	Quarterly
12	Monthly

Item 28 – PAYMENT COLLECTION CODE. Enter the appropriate collection for loan as follows:

1	Preauthorized Debit
2	Wholesale LOCKBOX (Dallas)
3	Retail LOCKBOX (St. Louis)

Items 29 through 41 - (Direct Loans Only) The following items are system generated and updated on a daily basis from the Program Loan Accounting System. <u>DO NOT USE THIS INFORMATION TO CALCULATE PAYOFFS.</u> The ADPS Status screens should be referenced for final payoffs.

Item 28 - DATE OF LAST PAYMENT.
Item 29 - AMOUNT OF NEXT PAYMENT.
Item 30 - LOAN PAYMENT STATUS.
Item 31 - DUE DATE NEXT PAYMENT.
Item 32 - UNPAID PRINCIPAL.
Item 33 - UNPAID INTEREST.
Item 34 - TOTAL UNPAID BALANCE.
Item 35 - DATE UNPAID BALANCE.
Item 36 - DAILY INTEREST ACCRUAL.
 * **Item 37 - UNLIQ LOAN OBLG.** Unliquidated Loan Obligations.
Item 38 - UNLIQ GRANT OBLG. Unliquidated Grant Obligations.

Item 39 - DTE OF LAST ADV.(LN). Date of Last Advance(Loan).
Item 40 - DTE OF LAST ADV.(GR). Date of Last Advance(Grant).

* The unliquidated obligation amount will show on the ADPS UN Status screen
until the guaranteed loan is closed in the Guaranteed Loan Accounting System
(GLAS).

3.11   SCREEN CP1A INTEREST RATE HISTORY

3.11.1   Introduction

This screen displays the history of the interest rates for variable rate guaranteed loans and contains up to 40 entries. The interest rate and date display in a column format in descending order by date.

Figure 3 - 11

```
TSMUCP1A                    RD COMMUNITY PROGRAMS                      2
  1                            LOAN REQUEST                  DATE:  3
    5                        INTEREST RATE HISTORY            TIME:   4
**************************************************************************
NAME: 6              CASE:   7            FACID:  8         REQ NO:  9
                                                           LOAN NO: 10
INT RATE:   DATE:  |INT RATE:   DATE:  |INT RATE:   DATE:  |INT RATE:   DATE:
                   |                   |                   |
11          12     | 13         14     | 15         16     | 17         18
                   |                   |                   |
                   |                   |                   |
                   |                   |                   |
                   |                   |                   |
                   |                   |                   |
                   |                   |                   |
                   |                   |                   |
                   |                   |                   |
                   |                   |                   |
=========================================================================
F2-PREV REQ NO        F3-NEXT REQ NO    F4-APP/BORR SUMMARY    F5-UPDATE MENU
F7-FUND & COST PART 1  F8-FUND & COST PART 2  F9-RESTORE SCREEN  F10-MAIN MENU
NO MORE INTEREST HISTORY DATA AVAILABLE TO DISPLAY
```

All information on this screen is always system generated from information entered on Screen CP10, Funding and Cost Information (Part 1) in the CURRENT INTEREST RATE and the DATE of CURRENT RATE fields.

The top line in the left column always has the most current data. As new data is entered, the information automatically moves down the screen. After 40 rates have been entered, the oldest one will drop off.

> **NOTE**: Care should be used when entering the Current Interest Rate and the
>   Date of Current Rate on the previous screen. The information can not
>   be changed on the Interest Rate History screen once it is entered.

3.11.2   Item Descriptions for Interest Rate History Screen

Items 1 through 10 - These items are system generated.

Items 11 through 18 - The Interest Rate and Date will be system generated from the
Funding and Cost Information (Part I) screen. The first interest rate and date
listed will be the current rate and date of current interest rate. As new rates and
dates will move down the screen so the oldest one is always the last one on the
list. After 40 rates have been entered, the oldest one will drop off.

Items 11, 13, 15, 17 - INT RATE. (Protected fields)

Items 12, 14, 16, 18 - DATE. (Protected fields)

3.12 SCREEN CP11 FUNDING AND COST INFORMATION (PART 2)

3.12.1 Introduction

This Funding and Cost Information screen gives summary of what costs will be paid with financing from this loan/grant and what other sources of funds will be available. If the Source of Funds code equals '1,' the word "GUARANTEED" displays on the left side of the header.

Upon entry of data on this screen, the system will generate the following message: "Cost analysis & source of funding do not match" Verify the "Total Project Cost" is correct and proceed to next screen.

Figure 3 - 12

```
TSMUCP11                  RD COMMUNITY PROGRAMS                          2
   1                       LOAN/GRANT REQUESTS              DATE:  3
                   FUNDING AND COST INFORMATION (PART 2)    TIME:   4
**************************************************************************
NAME:     5               CASE:        6         FACID:    7       REQ NO: 8
                                                 LOAN NO: 9   GRANT NO: 10


 COST ANALYSIS:                             TOTAL PROJECT COST: 11

DEVELOPMENT: 12          LANDRIGHTS: 13        LEGAL SRVCS   14
ARCH ENGR/PLG:   15      CAPITAL INT:16        EQUIPMENT:   17
CONTINGENCIES   18       REFINANCING: 19       INITIAL O&M: 20
                                               INIT.RESERV: 21
JOINT FUNDING:
BORR CONTR: 22              ST/CNTY:   23            EPA: 24
REGNL COMM: 25          PVT/COMMCL:   26     OTHER SOURCE: 27
                               OTHER SOURCE CODES: (   28      )


========================================================================
F2-PREV REQ NO  F3-NEXT REQ NO  F4-APP/BORR SUMMARY  F5-UPDATE MENU
F7-FUND & COST PART 1  F8-STATUS/TRACKING   F9-RESTORE SCREEN  F10-MAIN MENU
```

3.12.2   Item Descriptions for Funding and Cost Information (Part 2)

Items 1 through 11 - These items are system generated.

Items 12 through 21 - (Direct Loan and Grants Only). Enter the **fees and costs from the TOTAL column of Forms RD 1942-14, Project Fund Analysis, which is attached to the Project Summary, Form RD 1942-43 or 1942-45**. If a project has more than one Form RD 1942-14, (i.e., Water, Sewer Collection), the total of all TOTAL columns should be entered.
Item 12 - DEVELOPMENT.
Item 13 - LANDRIGHTS.
Item 14 - LEGAL SRVCS.
Item 15 - ARCH ENGR/PLG.
Item 16 - CAPITAL INT.
Item 17 - EQUIPMENT.
Item 18 - CONTINGENCIES.
Item 19 - REFINANCING.
Item 20 - INITIAL O&M.
Item 21 - INIT. RESERV.

Items 22 through 27 - Enter the **amounts of all source of funds other than Rural Development**. The amounts are found on Page 1 of 1942-45 for Water and Waste or Form 1942-43, Page 3 for Community Facilities. Complete the subsidiary screen as applicable. (See Sections 3.12 and 3.13 as applicable).

Item 22 - BORR CONTR. Enter **only the amount of the borrower's cash contribution to the project**.

Item 23 - ST/CNTY. Enter the **amount of State or County loan or grant contribution to this project**.

Item 24 - EPA/SRF. Enter the **amount of State Revolving Fund (SRF) contribution to this project**. The SRF is the program established in each State with the Environmental Protection Agency (EPA) Wastewater Construction Grant funds. For reporting purposes, amounts entered prior to October 1, 1991, will be considered EPA Wastewater Grant funds and amounts entered on or after October 1, 1991, will be considered SRF funds.

Item 25 - REGNL COMM. Enter the **amount of Regional Commission grant contribution to this project**. **Funding received from the Appalachian Regional Commission (ARC) in conjunction with Rural Development funding should be reflected here.**

Item 26 - PVT/COMMCL. Enter the **amount of funds from Private or Commercial credit to be used on this project**.

Item 27 - OTHER SOURCE. Enter the **total amount of funds received from sources other than Rural Development loan/grant and not accounted for in Items 22 through 26**. Use this field in conjunction with Item 29 - OTHER SOURCE CODES. If this item is completed, at least one code is required in Item 28.

Item 29 - OTHER SOURCE CODES. Up to three other source codes may be entered from the list below:

Code	Description
1	**HUD** - Housing and Urban Development (includes CDBG)
2	**EDA** - Economic Development Administration
3	**IHS** - Indian Health Services
4	**HHS** - Health and Human Services
5	**Other Entity** - Funds furnished by another community or large contributor in exchange for the right of use of the facility or as benevolent action.
6	**Miscellaneous** - Sources not cited elsewhere on this screen
7	**BIA** - Bureau of Indian Affairs
8	**Forest Service** – Forest Service

3.13 SCREEN CP12 STATUS & TRACKING INFORMATION

3.13.1   Introduction

This Status and Tracking Information screen contains the current status information for the particular loan/grant/guaranteed as well as the key status history. If the Source of Funds code equals '1,' the word "GUARANTEED" displays on the left side of the header.

Figure 3 - 13

```
TSMUCP12                    RD COMMUNITY PROGRAMS                          2
  1                         LOAN/GRANT REQUEST                   DATE:  3
   5                     STATUS & TRACKING INFORMATION           TIME:   4
********************************************************************************
NAME:  6                 CASE   7              FACID:  8          REQ NO: 9
STATUS INFORMATION:                           LOAN NO: 10     GRANT NO:11
 (LOAN):   CURR STATUS  12    STATUS DATE    13    STATUS AMOUNT   14
 (GRANT):
15 TRACKING INFORMATION:   LOAN DATE   LOAN AMOUNT   GRANT DATE   GRANT AMOUNT
   PREAPP RECEIVED         15A
   AD622 ISSUED            15B
   APPLICATION RCVD        15C
   LOA/LOC/COND COMM       15D
   INITIAL OBLIGATION      15E
   ADJUSTED OBLIGATION     15F
   INTERIM FINANCING       15G
   1ST TEMP DEBT INST      15H
   RD CLOSED               15I
   OPERATIONAL             15J
   OPERATION/FINAL INS     15K
================================================================================
F2-PREV REQ NO  F3-NEXT REQ NO  F4-APP/BORR SUMMARY  F5-UPDATE MENU
F7-FUND & USER PART 2  F8-SUBSIDIARY SCREEN  F9-RESTORE SCREEN F10-MAIN MENU
```

3.13.2 Item Descriptions for Status & Tracking Information Screen

Items 1 through 9 - These items are system generated.

Item 10 - LOAN NO. Enter the **2-digit Loan Number assigned by the Finance Office when loan is obligated**. The number can be obtained from ADPS UN Status screen after the obligation is processed. Required if Status Code is 302.

For guaranteed loans, this number will need to be changed in RCFTS after Form RD 1980-19, Guaranteed Loan Closing Report (ADPS Transaction Code GA/4030) is processed. The number can be obtained from Page 2 of the ADPS GL Status screen after the loan closing transaction is processed. This 2-digit number will begin with a 5 (i.e., 50, 51).

Item 11 - GRANT NO. Enter the **2-digit Grant Number assigned by the Finance Office when the grant is obligated**. The number can be obtained from ADPS UN status screen after the obligation is processed. Required if Status Code is 302.

Items 12 through 14 - STATUS INFORMATION. The CURRENT STATUS, DATE, and AMOUNT fields for the loan and grant lines must always contain the most up-to-date information available. If the Current Status Code is the same as one of the key status lines, the information must also be entered in Items 15A - 15K.

> **Item 12 - CURR STATUS.** Enter the **code associated with the Current Status of each loan/grant/guarantee**. (Refer to list in Appendix D.) For example: preapplication, application processing, operation, servicing.

NOTE: The Current Status Code 491, Status Date, and Amount will be system generated from the AMOUNT REFINANCED fields of the graduation screen.

> **Item 13 - STATUS DATE (Loan/Grant/Guarantee).** Used in conjunction with Item 12, above. Enter the **date of the current status (numeric)**. Enter the **date of the form or action** - not the date the information is entered into RCFTS.

> **Item 14 - STATUS AMOUNT (Loan/Grant/Guarantee).** Enter the **current status amount**.

Item 15 - TRACKING INFORMATION. Enter the **appropriate dates and amounts as the following key statuses occur**. These dates and amounts are to be retained as history whereas the current information will be changed. The date entered should be the date of the form or the action - not the date information is entered into RCFTS.

Item 15A - PREAPP RECEIVED. Enter the **date the <u>complete</u> Preapplication is Received and loan/grant/guarantee amounts requested**.

Item 15B - AD622 ISSUED. (**Direct Loans and Grants Only**) Enter the **date the AD622 is issued notifying preapplicant of eligibility and loan/grant amounts requested**.

Item 15C - APPLICATION RCVD. Enter the **date the application is received by the field office and the loan/grant/guarantee amounts requested**.

Item 15D – LOA/LOC/COND COMM. Enter the **date and amount of the letter of conditions for direct loans/grants**. Enter the **date and amount of Form RD 449-14, Conditional Commitment for Guarantee, or Letter of Agreement for REDLG's.**

Item 15E - INITIAL OBLIGATION. Enter the **date of obligation and the loan/grant amounts obligated**. The date should be obtained from the ADPS UN screen after the obligation is processed.

Item 15F - ADJUSTED OBLIGATION. The DATE and AMOUNT fields will be downloaded from PLAS. This field will reflect the obligated amount and any adjustments such as a partial deobligation.

NOTE: It is essential that the loan/grant number and case number matches the accounting system in order for the download to take place.

Item 15G - INTERIM FINANCING. (Direct Loans Only) Enter the **date the construction phase begins using interim financing and amount of loan**. (Grant information does not apply.)

Item 15H - 1ST TEMP DEBT INST. (Direct Loans Only)   Enter the **date the First Temporary Debt Instrument is closed**, if applicable. This date is required to establish interest rate at closing. Enter the amount of first temporary debt instrument. (Grant information does not apply.)

Item 15I - RD CLOSED. For Direct loans, the date the loan is closed and loan/grant amounts will be downloaded from PLAS. The full amount will not be downloaded until the Finance Office processes the closing. If funds are multiple advanced, the closed amount will always be the total of what funds have been advanced.

Enter the **date and amount of RD Form 1942-31, Grant Agreement, for grant closing date and grant amount**, if applicable.

For guaranteed loans, enter the **date the Loan Note Guarantee is issued**.

NOTE: For CP guaranteed loans, the field office will enter the date the loan is closed and the amount of the guaranteed loan.

Item 15J - OPERATIONAL. Enter the **loan/grant/guarantee date(s) the portion of the facility that is covered by this funding became operational and is being used for its intended purpose**. Also enter the **loan/grant/guarantee amount(s)**.

Item 15K - OPERATION/FINAL INSP. Enter the **dates and amounts if all the following conditions apply**:

1.   All Rural Development loan and related grant funds have been advanced to and disbursed by the borrower to pay eligible project costs or have been returned to Rural Development or have been canceled;

2.   Rural Development's final inspection is completed;

3.   The consulting engineer's/architect's certificate of final completion has been issued; and

4.   The borrower has indicated acceptance of the facility.

NOTE: The GRANT CURRENT STATUS, STATUS DATE and STATUS AMOUNT as well as GRANT DATE and GRANT AMOUNT fields under tracking information are not applicable for guaranteed loans. The only exception would be part of the tracking history if a loan and grant preapplication was finally financed as a guaranteed.

3.14 SCREEN CP13 COMMUNITY FACILITIES SUBSIDIARY TRACKING INFORMATION

3.14.1 Introduction

The Community Facilities Subsidiary Tracking Information screen (Figure 3 - 13) displays data for loans and guarantees which relate to more than one SIC code, but are processed as one obligation.

> **NOTE**: This screen will not be displayed unless the Unit Code, Number of Units, and Amount were previously entered on the Funding and User Information screen (Part 2).

If the Source of Funds code equals '1,' the word "GUARANTEED" displays on the left side of the header.

Figure 3 - 14

```
TSMUCP13                    RD COMMUNITY PROGRAMS                       2
   1                        COMMUNITY FACILITIES                DATE:   3
     5                 SUBSIDIARY TRACKING INFORMATION           TIME:     4
****************************************************************************
NAME:  6                  CASE:    7           FACID:    8       REQ NO: 9
                                               LOAN NO: 10     GRANT NO:11
                                                        UPDATED:   12
                    -----PRIMARY NAIC UNITS------

    UPD          NAIC        UNIT-CD      NO. UNITS      AMT LOAN      AMT GRANT
                  13           14            15             16            17
               ========SUBSIDIARY FACILITIES========

    18           19           20            21             22            23




================================================================================
F2-PREV REQ NO    F3-NEXT REQ NO    F4-APP/BORR SUMMARY    F5-UPDATE MENU
F7-STAT & TRACK   F8-SERVICING      F9-RESTORE SCREEN      F10-MAIN MENU
```

The primary facility is the primary purpose of the loan. This line is system generated from information on the Status and Tracking Information screen and cannot be modified. The AMOUNT field of the primary record should equal the AMOUNT fields listed below under the Subsidiary Facilities.

The Subsidiary Facilities function is used to split out how the loan funds were actually used, if more than one purpose (NAICS code) is involved in the project.

For example, a loan is made to the ABC Fire Department for a fire department building and a fire truck. The majority of the funding will be for the fire department building so the primary NAICS code will be 092216 (Fire Department Building). This information will be on the primary facility line.

Under Subsidiary, enter the first line for NAICS 092216 (building) showing the units and amounts. On the second line, enter NAICS 092217 for the truck with the amounts and units applicable to the truck.

See the following example screen.

```
TSMUCP13                      RD COMMUNITY PROGRAMS
                               COMMUNITY FACILITIES                 DATE:   02/07/92
                           SUBSIDIARY TRACKING INFORMATION          TIME:   14:40:58
 ***************************************************************************
 NAME:                      CASE:               FACID:           REQ NO:
      ST. JAMES-LANARK           09-019--0592168093      97-9224-01
                                                  LOAN NO: 01    GRANT NO:
                                                       UPDATED: 7/15/91
                        -----PRIMARY NAIC UNITS------

      UPD         NAIC        UNIT-CD      NO. UNITS       AMT LOAN   AMT GRANT

                 092216         20        3,000          $150,000

              ========SUBSIDIARY FACILITIES========

                 092216         20        3,000          $100,000
                 092217         23          1            $ 50,000


 ==============================================================================
 F2-PREV REQ NO    F3-NEXT REQ NO    F4-APP/BORR SUMMARY    F5-UPDATE MENU
 F7-STAT & TRACK   F8-SERVICING      F9-RESTORE SCREEN      F10-MAIN MENU
```

3.14.2 Item Descriptions for Community Facilities Subsidiary Tracking Information Screen

Items 1 through 17 - These items are system generated from information on previous screens.

> **Item 13 - NAIC.** The North American Industrial Classification code for the primary NAICS unit. System generated.

> **Item 14 - UNIT-CD.** The Unit Type Code which corresponds to the NAICS code. Appendix B contains a list of NAICS codes and Unit Type codes. System generated.

> **Item 15 - NO. UNITS.** The Number of Units which will be directly affected as a result of this funding (numeric). [System generated from Screen CP09, Funding and User Information (Part 2)].

> **Item 16 – LOAN AMOUNT.** The amount apportioned to the Unit Type code (numeric). (System generated - closed amount if loan is closed, otherwise obligation amount.)

> **Item 17 – GRANT AMOUNT.** The amount apportioned to the Unit Type code (numeric). (System generated obligation amount).

Item 18 - UPD (Record Change Indicator). Enter **one of the following valid codes** :

Code	Description
D	To delete the line.
A	To add the line.
M	To modify the line.

Item 19 - NAIC. Enter the **North American Industrial Classification code**. See Appendix B for a complete listing of valid codes (alphanumeric).

Item 20 -UNIT-CD. Unit Type Code which corresponds to NAICS code. System generated.

Item 21 - NO. UNITS. Enter the **Number of Units directly affected as a result of this funding (numeric)**. Refer to Project Summary, Form RD 1942-43, for this information.

Item 22 - LOAN AMOUNT. Enter the **amount of loan funds apportioned to each unit type code (numeric)**.

Item 23 – GRANT AMOUNT. Enter the **amount of grant funds apportioned to each unit type code (numeric).**

3.15 SCREEN CP14 WATER AND WASTE SUBSIDIARY TRACKING INFORMATION

3.15.1   Introduction

The Water and Waste Subsidiary Tracking Information screen (Figure 3 -15) displays
data for loans/grants/guarantees which relate to more than one type of facility, but are
processed as one obligation. If the Source of Funds code equals '1,' the word
"GUARANTEED" displays on the left side of the header.

Figure 3 - 15

```
TSMUCP14                  RD COMMUNITY PROGRAMS                        2
   1                         WATER AND WASTE                 DATE:  3
     5                SUBSIDIARY TRACKING INFORMATION         TIME:    4
******************************************************************************
NAME:  6                   CASE:   7            FACID:  8      REQ NO: 9
                                               LOAN NO: 10    GRANT NO:11
                                                            UPDATED: 12
                         =======PRIMARY FACILITY=======


UPD  SRVC   TOT PROJ COST   GRANT    EPA    BOR-CONT  PRV-COM  REG-COM ST/CNTY   OTHER
             13             14*    15*     16*      17*       18*     19*      20*
21    22            ========SUBSIDIARY FACILITIES========

    WATER
    S.COLL   23*           24*   25*      26*      27*       28*     29*      30*
    S.TRT
    SLDWST
    STM DR
    OTHER


=============================================================================
F2-PREV REQ NO  F3-NEXT REQ NO  F4-APP/BORR SUMMARY  F5-UPDATE MENU
F7-STATUS & TRACKING    F8-SERVICING      F9-RESTORE SCREEN  F10-MAIN MENU

*FUTURE ENHANCEMENTS
```

Under Subsidiary, the user will show the breakdown of funds. All money to be used for
water will go on that line. Funds for sewer collection will be entered on the second line,
etc. This section corresponds to the front page of the Project Summary, Form FmHA
1942-45.

The Subsidiary screen will be displayed in all cases if the function keys are used to retrieve the screen. However, an error message will be displayed if the user attempts to save data on the Subsidiary screen if the Fund Code on the associated

Loan Request specifies that it is not allowed. If the Fund Code allows a Subsidiary record, an error message will be displayed if the user has not previously entered at least one of the fields listed under the primary facility. (These fields are entered on the Funding and Cost Information screen.) When retrieving the Subsidiary screen from the Summary screen, the system will check the Fund Code for that loan first, and if not allowed the system will not retrieve the Subsidiary screen but simply display an error message.

See the following sample screen.

```
TSMUCP14                    RD COMMUNITY PROGRAMS                        02/07/92
                               WATER AND WASTE              DATE:
                         SUBSIDIARY TRACKING INFORMATION    TIME:  14:40:58
*****************************************************************************
NAME: GOWER, CITY OF         CASE: 29-025-0430825012   FACID: 93-   -01   REQ NO: 01
                                                       LOAN NO:      GRANT NO:
                                                             UPDATED: 02/07/92
                          =======PRIMARY FACILITY=======

 UPD SRVC    LOAN    GRANT      EPA    BOR-CONT PRV-COM  REG-COM ST/CNTY  OTHER
              610000                   338300                    216116
                       ========SUBSIDIARY FACILITIES========

    WATER
    S.COLL    90000                    38300
    S.TRT
    SLDWST    520000                   300000                    216116
    STM DR
    OTHER


 ===============================================================================
 F2-PREV REQ NO  F3-NEXT REQ NO  F4-APP/BORR SUMMARY   F5-UPDATE MENU
 F7-STATUS & TRACKING     F8-SERVICING        F9-RESTORE SCREEN  F10-MAIN MENU
```

3.15.2   Item Descriptions for Water and Waste Subsidiary Tracking Information (Part 2) Screen

Items 1 through 12 - These items are system generated.

Items 13 through 20 - PRIMARY FACILITY. The following items are system
generated for the primary facility:

Item 13 - LOAN. Rural Development Loan Amount.
Item 14 - GRANT. Rural Development Grant Amount.
Item 15 - EPA. EPA/SRF Grant Contribution Amount.
Item 16 - BOR-CONT. Amount of Borrower Cash Contribution.
Item 17 - PRV-COM. Amount of Private or Commercial Funds Contributed.
Item 18 - REG-COM. Amount from Regional Commission Grant. (ARC
included)
Item 19 - ST/CNY. Amount Contributed from State or County Grant.
Item 20 - OTHER. Amount Contributed from Sources Other than
Items 13 - 19.

Item 21 - UPD (Record Change Indicator). Enter the **appropriate code**:

Code	Description
D	To delete the line.
A	To add the line.
M	To modify a line.

Items 22 through 30 - Refer to Form FmHA 1942-45, Project Summary, section F,
Development Cost Summary.

Item 22 - SRVC. This item is system generated for each type of service.

Item 23 - LOAN. Enter the **amount of the Rural Development loan for each
type of service**.

Item 24 - GRANT. Enter the **amount of Rural Development grant for each
type of service**.

Item 25 - EPA. Enter the **amount of the State Revolving Fund (SRF) contribution to the project**. The SRF is the program established in each State with Environmental Protection Agency (EPA) Wastewater Construction Grant funds. For reporting purposes, amounts entered prior to October 1, 1991, will be considered EPA Wastewater Construction Grant funds and amounts entered on or after October 1, 1991, will be considered SRF funds.

Item 26 - BOR-CONT. Enter the **amount of Borrower Cash Contribution for each type of service**.

Item 27 - PRV-COM. Enter the **amount of funds from Private or Commercial credit for each type of service**.

Item 28 - REG-COM. Enter the **amount of Regional Commission grant for each type of service**. **Funding received from the Appalachian Regional Commission (ARC) in conjunction with Rural Development funding should be reflected here.**

Item 29 - ST/CNY. Enter the **amount of State/County grant for each type of service**.

Item 30 - OTHER. Enter the **amount Other than Items 23 - 29 for each type of service**.

3.16 SCREEN CP15 SERVICING AND OTHER INFORMATION

3.16.1   Introduction

This Servicing and Other Information screen includes all special servicing and related activities for a particular loan/grant. If the Source of Funds code equals '1,' the word "GUARANTEED" displays on the left side of the header.

Figure 3 - 16

```
TSMUCP15                    RD COMMUNITY PROGRAMS                        2
  1                          LOAN/GRANT REQUEST              DATE:     3
    5                   SERVICING AND OTHER INFORMATION       TIME:     4
**************************************************************************
NAME:  6              CASE: 7              FACID: 8           REQ NO: 9
CASE # TRANS FROM: 12                  LOAN NO: 10     GRANT NO:11
CASE # TRANS TO  :13
                  CODE      DATE     LOAN AMOUNT  GRANT AMOUNT   E/I
TRANSFER/ASSUMPTION : 14      14A        14B          14C        14D
   (T-TRANS  M-MERG)
OTHER SRVCING ACTION: 15      15A        15B          15C


LEGAL ACTION       : 16      16A        16B          16C

DEBT SETTLEMENT    : 17      17A        17B          17C


TRANSFER FEE:   18


===========================================================================
F2-PREV REQ NO   F3-NEXT REQ NO   F4-APPLNT/BORR SUMMARY   F5-UPDATE MENU
F7-SUBSIDIARY TRACKING    F8-LENDER INFO  F9-RESTORE SCREEN  F10-MAIN MENU
```

3.16.2   Item Descriptions for Servicing and Other Information Screen

Items 1 through 11 - These items are system generated.

Item 12 - CASE # TRANS FROM. Case Number from which this Loan Request has
been transferred (System generated from Screen CP09, Item 7).

Item 13 - CASE # TRANS TO. Enter the **Case Number to which this Loan Request
has been transferred (numeric)**.

Item 14 - CODE (Transfer/Assumption). Enter the **appropriate code from the
following list**. Two sets of information can be entered.

Code	Description
T	Transfer or Assumption.
M	Merger or Consolidation.
P	Pending. Assumption, transfer, merger or consolidation in process.

Item 14A - DATE (Transfer/Assumption). Enter the **effective date the action
was perfected**.

Item 14B - LOAN AMOUNT (Transfer/Assumption). Enter the **loan amount
of the action**.

Item 14C - GRANT AMOUNT (Transfer/Assumption). When applicable,
enter the **grant amount of the action**.

Item 14D - E/I (Transfer/Assumption). Enter **E** if transferred/assumed by an
Eligible borrower. Enter **I** if transferred to or assumed by an Ineligible
borrower.

Item 15 - CODE (Other Srvcing Action). Enter the **appropriate code from the following list**. Three sets of information can be entered.

Code	Description
P	Any of the Below Transactions Pending.
1	Reamortization of Total Loan.
2	Reamortization of Delinquent Portion.
3	Rescheduling of Total Loan.
4	Rescheduling of Delinquent Portion.
5	Subordination to Junior Position.
6	Subordination to Parity Position.
7	Sale.
8	Credit Sale.
9	Administrative Adjustment of Interest Rate.

Item 15A - DATE (Other Srvcing Action). Enter **effective date of action** (date of execution of appropriate documents, or other date as specified in documents).

Item 15B - LOAN AMOUNT (Other Srvcing Action). Enter the **dollar amount of the appropriate action**. For Reamortization and Rescheduling Agreement, enter dollar amount (principal and interest) being reamortized or rescheduled. For Subordination, enter amount of subordination request to Rural Development. For Sale, enter the dollar amount of sale proceeds applied to Rural Development loan(s). For a Credit Sale, enter dollar amount of sale price.

Item 15C - GRANT AMOUNT (Other Srvcing Action). (To be completed only for a Sale transaction.) Enter the **dollar amount of sale proceeds returned to Rural Development as a reimbursement on the Rural Development grant(s) provided**.

Item 16 - CODE (Legal Action). Enter the **appropriate code from the following list**. Two sets of information can be entered.

Code	Description
P	Any of the Below Transactions Pending.
1	Voluntary Conveyance.
2	Foreclosure.
3	Foreclosure/Inventory Property.
4	Court Order/Receivership.

Item 16A - DATE (Legal Action). Enter the **actual date the action was perfected**.

Item 16B - LOAN AMOUNT (Legal Action). Enter the **dollar amount of the outstanding balance** (principal plus interest) as of the perfected date of legal action.

Item 16C - GRANT AMOUNT (Legal Action). Enter the **dollar amount of the grant affected**.

Item 17 - CODE (Debt Settlement). Enter the **appropriate debt settlement code from the list below**. Three sets of information can be entered.

Code	Description
P	Any of the Below Transactions Pending.
1	Release of Liability.
2	Collection Only.
3	Chargeoff.
4	Unauthorized Assistance.

Item 17A - DATE (Debt Settlement). Enter the **date of the approval of Form RD 1956-1**. (See RD Instruction 1956-C, Debt Settlement, Community and Business Programs.) For Unauthorized Assistance cases, enter the **date that the applicable servicing action(s) is implemented in accordance with RD Instruction 1951-O**.

Item 17B - LOAN AMOUNT (Debt Settlement). For Release of Liability, Collection Only, and Chargeoff actions, enter **dollar amount of outstanding balance of debt** (principal plus accrued interest) as of effective date of Debt Settlement action. For Unauthorized Assistance, enter the **dollar amount of unauthorized loan as determined in RD Instruction 1951-O**.

Item 17C - GRANT AMOUNT (Debt Settlement). Complete only for Unauthorized Assistance cases where unauthorized grant funds were provided. Enter the **dollar amount of unauthorized grant as determined in RD Instruction 1951-O**.

__Item 18 - TRANSFER FEE.__ Enter the **amount of any one-time nonrefundable
application fee**, charged to ineligible applicants for Rural Development service
rendered in the processing of transfer and assumption. (RD Instruction 1951-E,
section 1951.203)

NOTE: If the Source of Funds code equals '1,' the function key, **F8**, moves
forward to the Lender Information screen.

3.17   SCREEN CP16 GRADUATION INFORMATION

3.17.1   Introduction

This Graduation Information screen is a summary of the graduation activities for the particular Direct loan. It also includes a breakdown of the Source of Funds used to pay off the loan. (This screen is not applicable for grant only projects or guaranteed loans.)

Figure 3 - 17

```
   TSMUCP16                    RD COMMUNITY PROGRAMS                          2
   1                           LOAN/GRANT REQUEST               DATE:    3
                               GRADUATION INFORMATION           TIME:      4
********************************************************************************
NAME:  5              CASE:  6                 FACID:  7          REQ NO: 8
                                              LOAN NO: 9      GRANT NO:10


GRADUATION INFORMATION:
                    DATE           LOAN AMT    DISPOSITION
INITIAL SCREENING:  11                            TYPE
THOROUGH REVIEW  :  12
GRAD REQUESTED   :  13            13A

GRAD DISPOSITION :  14                           14A
                                              A - GRAD IN PROCESS
REFINANCED       :  15            15A          B - GRAD REL FIN DETER
PAID OFF         :  16            16A          C - GRAD REL OTHER DETER
                                              X - ACCELERATED ACCOUNT
DO YOU WANT TO CLEAR ALL FIELDS TO START A NEW GRADUATION REVIEW? Y/N:


================================================================================
F2-PREV REQ NO  F3-NEXT REQ NO  F4-APP/BORR SUMMARY  F5-UPDATE MENU
F7-SERVICING  F9-RESTORE SCREEN  F10-MAIN MENU
```

3.17.2   Item Descriptions for Graduation Information Screen

> **NOTE**: When the user accesses the Graduation screen, a message will appear at the bottom of the screen, "Do you want to clear all fields to start a new graduation review?" Enter **Y** or **N**. If a 'Y' is entered, all fields on this screen are cleared so that new graduation information can be entered.

Items 1 through 10 - These items are system generated.

> **NOTE**: Appendix F to this User's Guide contains additional information and examples for completion of items on this screen.

> **NOTE**: Graduation reviews are applicable to all Direct loans except Watershed, Resource, Conservation and Development, and Rural Development Loan Fund Programs. Guaranteed loans are not subject to graduation.

Item 11 - DATE (Initial Screening). Enter the **data that the initial screening was completed**. If released from further review, proceed to Item 14 - GRADUATION DISPOSITION DATE and Item 14A - DISPOSITION CODE.

Item 12 - DATE (Thorough Review). Enter the **date that the thorough review was completed**. If released from further review, proceed to Items 14 and 14A. If Graduation is to be requested, proceed to Item 13.

Item 13 - DATE (Grad Requested). Enter the **date of the letter requesting graduation**. Complete Items 14, 14A, 15, 15A, 16, and 16A only after the loan has actually been refinanced and/or paid in full.

> **Item 13A - LOAN AMT (Grad Requested).** Enter the **balance of the loan requested to graduate**. Refer to the letter requesting the borrower to graduate.

Item 14 - DATE (Grad Disposition). Enter the **date associated with the disposition code entered in Item 14A**.

Item 14A - DISPOSITION TYPE. Enter **type of disposition code from list below**.

Code	Description
A	Graduation in process. Enter the date that other credit to be obtained was offered to the borrower.
B	Released (Financial Reasons). Enter date of decision to not require further review due to Financial Reasons.
C	Released (Other Reasons). Enter date of decision to not require further review due to reasons other than financial.
X	Account Accelerated. Date of notice to the borrower that the account is being accelerated.

Items 15, 15A, 16, and 16A - DATE (Refinanced And Paid Off) AND LOAN AMT (Amt Refinanced And Amt Paid Off). To be completed only when a loan is paid in full prior to 12 months before the final maturity date. The fields in Items 15 and 15A refer to funds <u>BORROWED FROM ANOTHER LENDER</u>. Items 16 and 16A refer to funds <u>NOT BORROWED</u> from another lender.

Item 15 - DATE (Refinanced). Enter the **date the loan is paid in full due to refinancing**.

Item 15A - LOAN AMT (Amt Refinanced). Enter the **amount, if any, which was borrowed from another lender to be used toward the pay off of the loan**.

> **NOTE**: When Items 15 and 15A are completed, Status Code 491 will be system generated in the CURRENT STATUS field of the Status Summary screen CP12. The DATE and AMT REFINANCED fields will also be system generated in the STATUS DATE and STATUS AMOUNT fields.

Item 16 - DATE (Paid Off). Enter the **date the loan is paid in full**.

Item 16A - LOAN AMT (Amt Paid Off). Enter the **amount, if any, used toward the pay off of the loan which was not borrowed from another lender**. Sources could include accumulated reserves, State grant funds, or any other funds used toward pay off of the loan which are not borrowed from another lender.

> **NOTE**: When Items 16 and 16A are completed, Status Code 490 needs to be input by the user in the CURRENT STATUS field of the Status Summary screen CP12 along with the DATE and STATUS AMOUNT fields.

3.18 SCREEN CP17 LENDER INFORMATION

3.18.1   Introduction

The Lender Information screen contains a summary of the lender, including various
follow up information. This screen is applicable for and accessible to only guaranteed
loans. "GUARANTEED" will appear in the top left corner of the screen.

Figure 3 - 18

```
 TSMUCP17                      RD COMMUNITY PROGRAMS                      2
  1                              LOAN REQUEST                 DATE:    3
    GUARANTEED    5             LENDER INFORMATION            TIME:    4
 ****************************************************************************
 NAME: 6                   CASE:     7              FACID:   8      REQ NO: 9
                                                                   LOAN NO:10
 LENDER                                                             GRANT NO: 11
   NAME: 12                    TAX IDENT:   13
   ADDRESS: 14                 LENDER TYPE:   15
                               CONG DISTRICT:   16
   CITY:  17                   STATE:   18   ZIP CODE: 19

 CONTACT PERSON:   LAST   20               FIRST   21              MI   22
                  TITLE   23               TELEPHONE   24
             POSITION   25
 OTHER RD GUARANTEED LOANS (Y OR N):   26
 OTHER CP LOANS (Y OR N):   27




 ===============================================================================
 F2-PREV REQ NO      F3-NEXT REQ NO     F4-APP/BORR SUMMARY    F5-UPDATE MENU
 F7-SERVICING        F8-COND/COMM SRVC  F9-RESTORE SCREEN      F10-MAIN MENU
```

3.18.2 Item Descriptions for Lender Information Screen

<u>**Items 1 through 11**</u> **-** These items are system generated.

<u>**Items 12 through 19 - LENDER INFORMATION.**</u> Items 2, 5, and 6 are required
fields. Items 3, 4, 7, 8, and 9 are required if the current status is equal to or
greater than 300. If the current status is less than 300, the fields should be
completed as soon as the information is available. The information should be part
of the preapplication material or on Form RD 1980-10, Application for Loan and
Guarantee.

> <u>**Item 12 - NAME.**</u> (**Required field**) Enter the **lender's name**. If the name is too
> long to fit in this 18 alphanumeric character field, abbreviate the name.

> <u>**Item 13 - TAX IDENT.**</u> Enter the **lender's IRS Tax Identification Number**.
> The 9-digit number should be preceded by a '0.' This number can be found
> in Item 18 of Form RD 1980-10, Application for Loan and Guarantee.

> <u>**Item 14 - ADDRESS.**</u> Enter the **lender's mailing address**. The address is
> limited to 2 lines of 19 alphanumeric characters. This field required if
> current status is greater than 300.

> <u>**Item 15 - LENDER TYPE.**</u> (**Required field**) Enter the **appropriate code** from
> the list below.

Code	Description
01	Commercial Bank (National or State).
02	Mortgage Loan Company.
03	Insurance Company.
05	Federal Land Bank.
07	Savings and Loan (Building and Loan).
08	Bank for Co-Ops.
11	Other.

> <u>**Item 16 - CONG DISTRICT.**</u> (**Required field**) Enter the **lender's
> Congressional District**. (2-digit numeric field.)

Item 17 - CITY. Enter the **city or town** representing the lender's mailing
address. This field is limited to 16 alphanumeric characters.

Item 18 - STATE. Enter the **2-character state abbreviation**.

Item 19 - ZIP CODE. Enter the **zip code** of the lender's mailing address. Enter
at least the first 5 digits. If appropriate, enter the last 4 digits.

Items 20 through 25 - CONTACT PERSON. Enter information in the following fields
for the lender's loan officer responsible for this loan. This information should be
entered as soon as available; however, it is required when the Current Status Code
is equal or greater than 300.

Item 20 - LAST. Enter the **last name** of the person responsible
for this loan. This field is limited to 19 alphanumeric characters.

Item 21 - FIRST. Enter the **lender contact's first name**. This
field is limited to 15 alphanumeric characters.

Item 22 - MI. Enter the **lender contact's middle initial**. This
is an optional field of 1 alphanumeric character.

Item 23 - TITLE. Enter the **title (MR, MS, or DR)** of the contact
person. This field is limited to 2 characters.

Item 24 - TELEPHONE. Enter the complete **lender's phone number**
with area code. (10-digit numeric field)

Item 25 - POSITION. Enter the **office/title** held by the lender's contact person
(i.e., Vice President). Abbreviate as needed. This field is limited to 14
alphanumeric characters.

NOTE: If another eligible lender is substituted for the existing lender, all lender
information should be updated to reflect the current lender.

Item 26 - <u>OTHER RD GUARANTEED LOANS.</u> Enter a **Y** if the lender has made other Rural Development, formerly RDA/FmHA guaranteed loans or **N** if the lender does not have other Rural Development guaranteed loans. This field is required when the Current Status code is equal or greater than 300. Refer to Item 25 of Form RD 1980-10.

Item 27 - <u>OTHER CP LOANS.</u> Enter a **Y** if the lender has made other CP guaranteed loans or **N** if the lender has not made other CP loans. This field is required when the Current Status Code is equal or greater than 300. Refer to Item 25 of Form RD 1980-10.

3.19 SCREEN CP18 CONDITIONAL COMMITMENT & SERVICING INFORMATION

3.19.1 Introduction

This screen contains a summary of the conditional commitment and other servicing information for a particular loan.

Figure 3 - 19

```
TSMUCP18                    RD COMMUNITY PROGRAMS                    2
  1                            LOAN REQUEST                  DATE:  3
 GUARANTEED   5          COND COMM & SERVICING INFORMATION     TIME:  4
***************************************************************************
NAME   6                 CASE:   7                 FACID:   8        REQ NO:9
                                                                    LOAN NO:10
DATE COND COMM ISSUED: 12              EXPIRES:   13                GRANT NO:11

DATE COND COMM EXTENDED: 14

PERCENT OBLG GUARTD:   15         16 LIEN POSITION: REAL EST:  16A
                                              M & E:    16B
BASE INT RATE:  17                            INV & REC: 16C

GUAR PORTION SOLD:  18            GUAR PORT REPURCHASE BY: 19

AMOUNT FINAL LOSS:   20          DATE FINAL LOSS PAID:   21

SUBORDINATION EXPIRES: 22        FUT RECVRY POTENTIAL:   23


==========================================================================
F2-PREV REQ NO      F3-NEXT REQ NO     F4-APP/BORR SUMMARY      F5-UPDATE MENU
F7-LENDER INFO      F8-FINANCE INFO    F9-RESTORE SCREEN        F10-MAIN MENU
```

3.19.2 Item Descriptions for Conditional Commitment & Servicing Information Screen

Items 1 through 11 - These items are system generated.

Item 12 - DATE COND COMM ISSUED. This date is system generated from the date of LOC/COND COMM on Screen CP12. It is the date the Conditional Commitment for Guarantee, Form RD 449-14, is issued.

Item 13 - EXPIRES. Enter the **date the Conditional Commitment for Guarantee, Form RD 449-14, expires**. If the Conditional Commitment is extended, this date should be revised to the new expiration date.

Item 14 - DATE COND COMM EXTENDED. Enter the **date of the letter to the lender which authorizes the extension of the Conditional Commitment.** Space is provided for four extensions. If more than four extensions are granted, change the last date to the most recent extension.

Item 15 - PERCENT OBLG GUARTD. Enter the **percent guaranteed**. Refer to Section D of the Project Summary, Form RD 1942-43, for Community Facilities or Section N of Project Summary, Form RD 1942-45 for Water and Waste Disposal. Enter as a 6-digit number. (e.g., 80% will be enter as 80.0000).

Item 16 - LIEN POSITION. Enter the **code to indicate the lien position on each type of security**. If no lien position, leave blank. (i.e., 1=1st, 2=2nd, 3=3rd, Blank=None, etc.). Refer to Form RD 1942-45, Project Summary, for Water and Waste Disposal or Form RD 1942-43, Project Summary, Community Facility, or the attachment to Form RD 449-14, Conditional Commitment.

> **Item 16A - REAL EST.** (**Real Estate**) Enter **lien position on real estate,** if applicable.

> **Item 16B - M & E.** (**Machinery and Equipment**) Enter **lien position on machinery or equipment, if applicable**.

Item 16C - INV & REC. (**Inventory and Receivables**) Enter **lien position on inventory and receivables, if applicable**.

Item 17 - BASE INT RATE. Enter **both the base published rate to which the variable interest rate is tied plus any additional percentage**. Field will accept a maximum of 30 characters. (i.e., Wall Street Journal plus 2 <u>or</u> Prime plus 1). This should be available in the attachment to the Conditional Commitment, Form RD 449-14.

Item 18 - GUAR PORTION SOLD. Enter **Y** if guaranteed portion of the loan has been sold in the secondary market. Leave blank if guaranteed portion is not sold. Form RD 449-36, Assignment of Guarantee Agreement, is required if the note has been sold.

Item 19 - GUAR PORT REPURCHASE BY. Enter **R** if the guaranteed portion has been repurchased by Rural Development (formerly RDA), **F** if repurchased by the former FmHA, or **L** if repurchased by lender. Leave field blank if not repurchased.

Item 20 - AMOUNT FINAL LOSS. System generated. This amount will be system generated from the Guaranteed Loan Accounting System (GLAS). If any future recovery is received after the final loss is paid, it will automatically be subtracted from the final loss amount.

Item 21 - DATE FINAL LOSS PAID. System generated. The date final loss is paid will be system generated from GLAS.

Item 22 - SUBORDINATION EXPIRES. Enter the **date a subordination which is approved by Rural Development expires**. This information should be available from the letter to the lender which approved the subordination.

Item 23 - FUT RECVRY POTENTIAL. Enter **Y** if there is a potential for future recovery after a loss. If no Future Recovery Potential, leave blank. This determination should be made when Form RD 449-30, Loan Note Guarantee Report of Loss, is completed.

3.20   SCREEN CP19 FINANCE OFFICE INFORMATION

3.20.1   Introduction

This screen contains information that is system generated from the Guaranteed Loan Accounting System (GLAS). This screen is applicable and accessible to only guaranteed loans. "GUARANTEED" will appear in the top left corner of the screen.

Figure 3 - 20

```
TSMUCP19                      RD COMMUNITY PROGRAMS                      2
  1                              LOAN REQUEST               DATE:  3
   GUARANTEED     5           FINANCE OFFICE INFORMATION        TIME:    4
**************************************************************************
NAME: 6                  CASE:    7              FACID: 8          REQ NO:9
LOAN BALANCE: 12            AS OF:   13                         LOAN NO:10
                                                               GRANT NO: 11

LOAN PAYMENT STATUS: 14   AMOUNT:   15          LOAN MATURITY: 16

GUARANTEED PORTION REPURCHASED:

  A/R NO.   AMOUNT REPURCHASED:    DATE           A/R BALANCE         AS OF

   17              18                19                20                21




================================================================================
F2-PREV REQ NO        F3-NEXT REQ NO       F4-APP/BORR SUMMARY   F5-UPDATE MENU
F7-COND/COMM SRVC     F9-RESTORE SCREEN    F10-MAIN MENU
```

3.20.2 Item Descriptions for Finance Office Information Screen

Items 1 through 21 - All information on this screen is system generated.

> **Item 12 - LOAN BALANCE.** Amount of the unpaid loan balance last reported by lender or Rural Development.

> **Item 13 - AS OF.** Date of the last reported unpaid loan balance.

> **Item 14 - LOAN PAYMENT STATUS.** The loan repayment status.

>> A = Ahead of Schedule
>> B = Behind Schedule
>> Blank = On Schedule

> **Item 15 - AMOUNT.** Amount paid ahead or behind schedule. If on schedule, the field will be blank.

> **Item 16 - LOAN MATURITY.** The date the loan matures.

> **Item 17 - A/R NO.** Account receivable number assigned to the Repurchased Note.

> **Item 18 - AMOUNT REPURCHASED.** The amount of the guaranteed portion repurchased.

> **Item 19 - DATE.** The date the guaranteed is repurchased.

> **Item 20 - A/R BALANCE.** Amount of the unpaid balance of the Repurchased Note.

> **Item 21 - AS OF.** Date of the last report of unpaid balance.

SECTION 4.0

BI SCREEN INSTRUCTIONS

4.1   SCREEN TSMUBI53 APPLICANT/BORROWER SCREEN (PART 1)

4.1.1   Introduction

Figure 4 - 1

```
TSMUBI53                     RURAL DEVELOPMENT                          2
                          BUSINESS AND INDUSTRY                 DATE:    3
   1                     APPLICANT/BORROWER (PART 1)            TIME:      4
 *****************************************************************************

      5     (CASE NO) STATE:  5A   COUNTY: 5B     BORROWER ID:  5C

   NAME:  6                                         LAST UPDATE:  7

 ADDRESS:  8A

    CITY: 8B                   STATE: 8C   ZIP:  8D
 9 CONTACT PERSON:  LAST  9A              FIRST  9B          MI  9C
   CONTACT PERSON:  TITLE     (MR/MS/DR) 9D   TELEPHONE NO:  - 9E


 RD SERV OFFICE      : 10       COUNTY       : 11
 MAIL CODE           : 12       APPLICANT TYPE: 13


 ===============================================================================
 F2-PREV BORROWER    F3-NEXT BORROWER    F4-APP/BORR SUMMARY   F5-UPDATE MENU
 F6-DELETE BORROWER F8-APP/BORR (PT.2) F9-RESTORE SCREEN       F10-MAIN MENU
```

4.1.2   Item Descriptions for Applicant/Borrower (Part 1) Screen

Items 1 through 4 - These items are system generated.

Item 5 - CASE NO. This item is system generated from data entered on Update Menu Screen TSMGCP00 and protected on this screen. Determined by joining the State code, County code, and Borrower ID number, all of which are described below. Use the key field maintenance option (see Section 2.9) to modify any part of case number. (Refer to Section 2.7 for instructions on how to add a new Applicant/Borrower record.)

   Item 5A - STATE CODE. State code where the applicant/borrower is located (numeric, 2 digits).

   Item 5B - COUNTY CODE. County code where the applicant/borrower is located (numeric, 3 digits). The first digit will be '0.'

   Item 5C - BORROWER ID NUMBER. Also referred to as the IRS Tax Identification Number. If the Borrower Identification Number is not available, the Field Office will assign a temporary ID number. This should be replaced as soon as the IRS or other Finance Office assigned number becomes available. If a temporary number is assigned, enter a **9** as the first (left-most) digit of this field followed by the applicable 5-digit State and County code. The remaining four digits are to be assigned by the Field Office. Each borrower must have a unique number. If this is not a temporary ID number, enter a **0** as the left-most digit (numeric, 10 digits).

Item 6 - NAME. The official applicant/borrower name is system generated from data entered on Update Menu Screen TSMGCP00 but can be modified on this screen. The second line should be used if the official name does not all fit on the first line. This field is limited to 2 lines - 19 characters each. For example:

Example 1 - Applicant/Borrower is an individual, John R. Smith
Enter as: **Smith, John R.**

Example 2 - Applicant/Borrower is a corporation, Taylor Industries, Inc.
Enter as: **Taylor Industries, Inc.**

Item 7 - LAST UPDATE. This item is system generated. Record of the date of the last modification to this Borrower record.

Item 8A - ADDRESS. (**Required field**) Enter **applicant/borrower mailing address which consists of street address, route number or P.O. Box number**.   Address is limited to 2 lines - 19 characters each. Address, including items 8B-8D, must be kept updated as changes occur.

Item 8B - CITY. (**Required field**) Enter **town or city of mailing address**. This field is limited to 16 characters.

Item 8C - STATE. (**Required field**) Enter **2-character state abbreviation**.

Item 8D - ZIP. (**Required field**) Enter **zip code of mailing address** . This field is limited to 9 characters, enter at least the first 5 digits. If available, also enter the last 4 digits. Begin entering in the first blank of the field.

Item 9 - CONTACT PERSON. Enter **information in the following fields for the official who serves as the contact person for the applicant/borrower**. This information is entered at the time of preapplication/application and should be kept updated thereafter.

Item 9A - LAST. Enter **last name of contact person**. Field is limited to 19 characters.

       <u>**Item 9B - FIRST.**</u> Enter **first name of contact person**. Field is limited to 15 characters.

       <u>**Item 9C - MI.**</u> Enter **middle initial of contact person**.

       <u>**Item 9D - TITLE.**</u> Enter the **title (MR or MS or DR) of the contact person**. Field is limited to 2 characters.

       <u>**Item 9E - TELEPHONE NO.**</u> Enter the **telephone number for contact person**. If no number exists, enter **area code and zeroes for the rest of the field**. This field <u>must</u> always have 10 digits.

<u>**Item 10 - RD SERV OFFICE.**</u> This item is system generated.

<u>**Item 11 - COUNTY.**</u> This item is system generated

<u>**Item 12 - MAIL CODE.**</u> This 2-digit field is the code of the State Office servicing the applicant/borrower. For new applicants/borrowers, enter the State Office code or the state specialized servicing office code if one has been set up for the applicant/borrower at the time of preapplication/application. Once the loan has been obligated, this code will be system generated from the accounting system and the field becomes a protected field.

<u>**Item 13 - APPLICANT TYPE.**</u> (**Required field**) Enter **one of the following codes**:

Code	Description
1	Indian Tribe
2	Profit-Making Corporation
3	Proprietorship
4	Cooperative
5	Public Body
6	Partnership
7	Trust
8	Other
9	Nonprofit Corporation

4.2 SCREEN TSMUBI54 APPLICANT/BORROWER (PART 2)

4.2.1 Introduction

Figure 4 - 2

```
TSMUBI54                     RURAL DEVELOPMENT                        2
                          BUSINESS AND INDUSTRY              DATE:   3
    1                   APPLICANT/BORROWER (PART 2)          TIME:   4
****************************************************************************
NAME:  5                    CASE NO:  6

RACE CODE:  7     SEX CODE:   8

ARE ALL REQUIREMENTS BEING MET:  9  (Y/N)    DATE:  10

OTHER:  USE 1:   11                          DUE DATE 1:  12

OTHER:  USE 2:   11                          DUE DATE 2:  12




===========================================================================
F2-PREV BORROWER  F3-NEXT BORROWER  F4-APP/BORR SUMMARY  F5-UPDATE MENU
F7-APPL/BORR PART 1  F8-APPL/BORR PART 3  F9-RESTORE SCREEN  F10-MAIN MENU
```

4.2.2   Item Descriptions for Applicant/Borrower (Part 2) Screen

Items 1 through 6 - These items are system generated.

Item 7 - RACE CODE. Based upon the ownership of the business, enter **one of the following codes**. In those instances where it is not possible to determine the Race Code, enter the value 1.

Code	Description
0	Public Body/Nonprofit
1	White (Non-Hispanic)
2	Black (Non-Hispanic)
3	Hispanic
4	Asian/Pacific Islander
5	American Indian/Alaskan Native

Item 8 - SEX CODE. Based upon the ownership of the business, enter **one of the following codes**. If ownership is 50-50% male-female, or a public body, enter the value 1.

Code	Description
0	Public Body/Nonprofit
1	at least 51% male-owned business.
2	at least 51% female-owned business.

Item 9 - "ARE ALL REQUIREMENTS BEING MET?" Enter **Y** (for Yes) if all loan requirements are being met by the borrower. If not, enter the value **N** (for No). As a minimum, this information will be updated annually, at the time of the annual lender/borrower visit. However, at any time that a determination is made that the borrower is not meeting all loan requirements, this field should be updated.

Item 10 - REQUIREMENTS MET DATE. Enter the **date that the status in Item 9, above, was determined**.

Items 11 and 12 - OTHER USE AND DUE DATES. Enter **item tracked in USE and DUE DATES for any other follow ups that the field office may want to add** (Examples: follow ups for forms, needed letters, etc.). Size of the OTHER USE field is 20 characters.

4.3 SCREEN TSMUBI5B APPLICANT/BORROWER (PART 3)

4.3.1 Introduction

Figure 4 - 3

```
TSMUBI5B                    RURAL DEVELOPMENT                            2
  1                      BUSINESS AND INDUSTRY              DATE:    3
                      APPLICANT/BORROWER (PART 3)           TIME:     4
*******************************************************************************
NAME: 5                  CASE NO: 6                FY ENDS: 7
FYE STATEMENT DUE:  8       TYPE REQUIRED:  9
           RECEIVED:  10       AS OF:  11       TYPE RECEIVED: 12
INTERIM STATEMENT TYPE: 13 DUE:  14      RECEIVED: 15       AS OF: 16
                      FINANCIAL STATEMENT ON GUARANTORS
        NAME                  DUE          RECEIVED        AS OF

        17                    18            19             20




===============================================================================
F2-PREV BORROWER  F3-NEXT BORROWER  F4-APP/BORR SUMMARY  F5-UPDATE MENU
F7-APPL/BORR PART 2  F8-FACILITY PART1  F9-RESTORE SCREEN  F10-MAIN MENU
```

4.3.2 Item Descriptions for Applicant/Borrower (Part 3) Screen

Items 1 through 6 - These items are system generated.

Item 7 - FY ENDS. Enter the **month and day the borrower's Fiscal Year ends**.

> Example: 03/31

Item 8 - FYE STATEMENT DUE. Enter the **date that the Fiscal Year End (FYE) Financial Statement is due**, as required (i.e., 90 days after the borrower's Fiscal Year ends).

Item 9 - TYPE REQUIRED. Based upon the type of FYE financial statement required, enter **one of the following codes** (see FmHA Instruction 1980-E, Section 1980.451 (i)(13) for B&I Guaranteed and Direct, D&D, DARBE, and BIZ loans; Section 1980.498 (l) for B&I Disaster (BID) loans; FmHA Instruction 1948-C, Section 1948.118 (b)(4) for IRP, IRP Disaster, and IRPZ loans; and FmHA Instruction 1980-51, Section 1951.883 for HHS RDLF loans):

Code	Description
A	Audited
R	Review
C	Compilation

Item 10 - FYE STATEMENT RECEIVED. Enter the **actual date that the FYE Statement is received by the servicing office**.

Item 11 - FYE STATEMENT AS OF. Enter the **FYE date which the statement covers** (i.e., 9/30/89).

Item 12 - TYPE RECEIVED. Enter the **type of FYE financial statement received**. Use the same codes as in Item 9 above.

Item 13 - INTERIM STATEMENT TYPE. Based upon the frequency an interim financial statement is required, enter **one of the following codes**:

Code	Description
M	Monthly
Q	Quarterly
S	Semi-annual

Item 14 - INTERIM STATEMENT DUE. Enter the **date the next interim (monthly, quarterly, or semi-annual) financial statement is due**, as required in the Conditional Commitment for Guarantee or Loan Agreement (i.e., 30 days after the end of the period).

Item 15 - INTERIM STATEMENT RECEIVED. Enter the **date the last interim financial statement was received by the servicing office**.

Item 16 - INTERIM STATEMENT AS OF. Enter the **date the interim financial statement received by the servicing office covers** (i.e., 4/30/90).

Items 17, 18, 19, and 20 - FINANCIAL STATEMENT ON PERSONAL GUARANTORS. Enter **information in the following fields on financial statements for personal and/or corporate guarantor(s)**. Maximum of 10 entries. Use one line **ONLY** for each guarantor.

   Item 17 - NAME. Enter the **name of the personal or corporate guarantor**.

   Item 18 - DUE. Enter the **date that the next personal/corporate guarantor's financial statement is due**.

   Item 19 - RECEIVED. Enter the **actual date that the guarantor's financial statement is received by the servicing office**.

   Item 20 - AS OF. Enter the **AS OF date the guarantor's financial statement was received by the servicing office** (i.e., 4/30/90).

4.4 SCREEN TSMUBI55 FACILITY SCREEN

4.4.1 Introduction

Figure 4 - 4

```
 TSMUBI55                     RURAL DEVELOPMENT                        2
                             BUSINESS AND INDUSTRY            DATE:    3
     1                            FACILITY                    TIME:    4
 *********************************************************************************
 NAME:   5                   CASE:  6          8   FACID=FUND CODE:   8A
                                                     NAICS CODE:       8B
  FIPS ST / PLACE CODE :                               FACNBR:         8C
    LOCATION   :  7                                   UPDATED:        10
  CONG DISTRICTS: (   9          )
 DEPRESSED/REVITALIZATION:   11       DUPLICATE WITHIN STATE   12 :    (Y=YES)
                                      DUPLICATE EXTERNAL TO STATE: 13 (Y=YES)
                                      POPULATION    14          :

 JOBS VERIFIED: 15        DATE VERIFIED:    16
 ANNUAL JOB AUDIT DUE:   17

 LAST VISIT TO       LENDER:  18           BORROWER:   18
 NEXT VISIT DUE      LENDER:  19           BORROWER:   19

 COMPLIANCE REVIEW:  20     DUE:    20A      ACCOMPLISHED:   20B
 ================================================================================
 F2-PREV FACILITY  F3-NEXT FACILITY  F4-APP/BORR SUM  F5-UPDTE MENU  F6-DEL REC
 F7-APP/BORR PART 3  F8-LENDER INFO  F9-RESTORE SCREEN  F10-MAIN MENU
```

4.4.2   Item Descriptions for Facility Screen

Items 1 through 6 - These items are system generated.

Item 7 - LOCATION. Enter the **location of the facility being assisted**.

Item 8 - FACID. FACID is made up of the following items:

> **Item 8A - FUND CODE.** Enter the **proposed FUND CODE at the time the preapplication or application is entered into RCFTS**. For a selection of the appropriate Fund Code, refer to Appendix A of this document. If the code changes at the time of obligation, change the code via the Key Field Maintenance Screen to agree with Finance Office records. Refer to Section 2.9 for guidance in using the Key Field Maintenance Screen.

> **Item 8B – NAICS CODE.** Enter the **North American Industrial Classification Code**. Refer to the *North American Industrial Classification Manual* for the appropriate code. For HHS RDLF, IRP, IRP Disaster, and IRPZ loans, use NAICS CODE 522298 (alphanumeric).

> **Item 8C - FACNBR (Facility Number).** The Facility Number is assigned by the reporting office, and is used to distinguish between separate facilities (with the same FUND CODE) financed for the same applicant/borrower. Numbering should begin at '01' for each facility (numeric).

Item 9 - CONG DISTRICTS. (**Required field**) Congressional District(s) in which the facility is located. Space is provided for up to 4 entries. Congressional District designations are to be entered as 2 digits (numerics), beginning with the left-most box.

Item 10 - UPDATED. System generated. Record of the date of the last modification of this facility record.

Item 11 - DEPRESSED/REVITALIZATION. Enter **one of the following codes**:

Code	Description
0	Neither (Depressed, nor Revitalization)
1	Downtown/Revitalization
2	Both
3	Depressed Area

Item 12 - DUPLICATE WITHIN STATE. If the applicant/borrower has other facilities in the same state, reported under different case numbers, enter **Y** (for Yes) in this field. If not, leave this field blank (alphanumeric).

Item 13 - DUPLICATE EXTERNAL TO STATE. If the applicant/borrower has other facilities in other state(s), reported under different case numbers, enter **Y** (for Yes) in this field. If not, leave this field blank (alphanumeric).

Item 14 - POPULATION. (**Required field**) Enter the **POPULATION of the town the borrower is located in or the nearest town or city** (numeric).

Item 15 - JOBS VERIFIED. Enter the **actual employment figures as of the date of loan closing, last field visit, or management report based on head count, or payroll records** (numeric). This information must be updated at least annually. See Item 33, Joint Funding and Loan Information screen (TSMUBI57) for how to count part-time and seasonal jobs.

Item 16 - DATE VERIFIED. Enter the **date that the jobs in Item 15 were verified**.

Item 17 - ANNUAL JOB AUDIT DUE. Enter **date that the next annual job audit is due**.

Item 18 - LAST VISIT TO LENDER AND BORROWER.   Enter the **date of the last visit to the lender and the last visit to the borrower**, as appropriate. This information may be found on the Form RD 4279-15, "Business & Industry Visit Review Report," or other written documentation of the field visit filed in position 5 of the borrower's official file.

Item 19 - NEXT VISIT TO LENDER and BORROWER.   Enter the **date that the lender and borrower, as appropriate, are to be visited**.

Item 20 – COMPLIANCE REVIEW.   Complete the following items for B&I Direct and IRP loans.

> **Item 20A – COMPLIANCE REVIEW DUE**.   Enter **the date the Compliance Review (Form RD 400-7 or 400-8) is due** in accordance with RD Instruction 1901-E. Once accomplished, enter the date the next review is due.

> **Item 20B** – **COMPLIANCE REVIEW ACCOMPLISHED**.   Enter the **date the last Compliance Review was accomplished.** A new date should be entered for the next review due.

4.5   SCREEN TSMUBI56 LENDER INFORMATION

4.5.1   Introduction

If the Source of Funds code equals '1,' '5,' '7,' '8,' or 'A,' the word "GUARANTEED"
displays on the left side of the header.

Figure 4 - 5

```
TSMUBI56                      RD BUSINESS AND INDUSTRY                     2
    1                             LOAN REQUEST                   DATE:    3
        5                        LENDER INFORMATION              TIME:      4
   ********************************************************************************
   NAME:  6                  CASE:  7                FACID: 8          REQ NO: 9
                                                                      LOAN NO: 10

   LENDER  11
    NAME:                        TAX IDENT: 12         CLP STATUS: 13
    ADDRESS: 16                  LENDER TYPE: 17   DATE AUTHORIZED: 14
                                 CONG DISTRICT: 18       EXP DATE: 15

    CITY:  19A                   STATE: 19B   ZIP CODE:   19C

   CONTACT PERSON:  LAST   20A                 FIRST   20B          MI   20C
               TITLE   20D                 TELEPHONE   20E
            POSITION  21
        OTHER GTD LOANS  22              B & I LOAN 2  23
   TRANSFERED FROM CASE NO: 24           TRANSFERED TO CASE NO:  25
   ================================================================================
   F2-PREV REQ NO    F3-NEXT REQ NO    F4-APP/BORR SUM   F5-UPDATE MENU   F6-DEL REC
   F7-FACILITY     F8-JOINT FUND & LOAN   F9-RESTORE SCREEN    F10-MAIN MENU
```

4.5.2 Item Descriptions for Lender Information Screen

Items 1 through 9. - These items are system generated.

Item 10 - LOAN NO. Enter the **Loan Number assigned at closing by the Finance Office to identify each loan**. This will always begin with '50' for Guaranteed Loans; '01' for Direct Loans. Loan numbers, as well as Case Number and Amount, must match Guaranteed Loan Accounting System (GLAS) for Guaranteed loans.

> **NOTE**: Guaranteed loans are obligated in the Program Loan Accounting System (PLAS) with obligation loan numbers beginning with '01.' At closing, The account is set up in GLAS when the GA 4030 transaction (Form RD 1980-19, Guaranteed Loan Closing Report) is processed.

Item 11 - LENDER NAME. (**Required field**) Enter the **name of the lender**. Space is reserved for 19 characters. If the name is too long to fit in this field, abbreviate to 19 characters (alphanumeric). Enter the **Rural Development for Direct B&I, IRP, IRPD, IRPZ, HHS RDLF, and EO Co-op loans**.

Item 12 - LENDER TAX IDENT. (**Required field**) Enter the **IRS Tax Identification Number of the lender**. This is a 9-digit number, preceded by '0.' This number may be found on Part B, Number 3 of RD Form 4279-1, "Application for Loan and Guarantee." Enter State code plus 7 zeros for Direct B&I, IRP, IRPD, IRPZ, HHS RDLF, and EO Co-op loans. If this information is not furnished with the preapplication, a temporary number may be established, but must be updated at the time an application is filed. However, Field offices are encouraged to obtain this information from the lender if not provided.

Item 13 - Certified Lender Program (CLP) Status. Enter **"C"** for certified lender status. Used to identify lenders authorized to participate in the CLP. The Agency may grant CLP status for a period not to exceed five (5) years by executing Form RD 4279-8, "Certified Lender Business and Industry Program," with the lender. This form will not apply to branches or suboffices of the lender unless so specified in the Agreement.

Item 14 - Date Issued. Enter **the date Form RD 4297-8 was authorized**.

Item 15 - Expiration Date. Enter the expiration date provided on Form RD 4279-8. CLP status will lapse upon expiration date of Form 4279-8 unless the lender obtains a renewal. The lender must provide a new Form 4279-8 sixty (60) days prior to the expiration of the existing Agreement to be processed for uninterrupted status.

Item 16 - LENDER ADDRESS. Enter **lender mailing address which consists of street address, route number or P.O. Box number**. Address is limited to 2 lines - 19 characters each.

Item 17 - LENDER TYPE. Enter the **appropriate 2-digit code from the following list**:

Code	Description
01	Commercial Bank (National or State)
02	Mortgage Loan Company
03	Insurance Company
04	Production Credit Association
05	Federal Land Bank
06	Credit Union
07	Savings and Loan (Building and Loan)
08	Bank for Co-Ops
09	Small Business Investment Company (SBIC)
10	Broker
11	Other
12	Non-traditional Lender

Item 18 - LENDER CONG DISTRICT. (**Required field**) Enter the **Congressional District of this lender** (numeric). For direct B&I, IRP, IRPD, IRPZ, HHS RDLF, and EO Co-op loans, enter the **Congressional District of the borrower**.

Item 19A - LENDER CITY. Enter **town or city of mailing address**. This field is limited to 16 characters.

Item 19B - LENDER STATE. Enter **2-character state abbreviation**.

Item 19C - LENDER ZIP CODE.   Enter **zip code of mailing address**. This field is
limited to 9 characters, enter at least the first 5 digits. If available, also enter the
last 4 digits. Begin entering in the first blank of the field.

Items 20A through 20E - LENDER CONTACT PERSON.   Enter **information in the
following fields for the loan officer responsible for this loan**. This information
should be kept updated as loan officers change.

Item 20A - LAST.   Enter the **last name of the loan officer responsible for this
loan**. This field is limited to 19 characters.

Item 20B - FIRST.   Enter **first name of the loan officer**. Field is limited to 15
characters.

Item 20C - MI.   Enter **middle initial of the loan officer**.

Item 20D - TITLE.   Enter the **title (MR or MS or DR) of the loan officer**.
This field is limited to 2 characters.

Item 20E - TELEPHONE.   Enter the **telephone number for the loan officer**.
If no number exists, enter area code and zeroes for the rest of the field.
This field must always have 10 digits.

Item 21 - CONTACT PERSON POSITION.   Enter the **office held by the lender's
contact person**. Field is limited to 14 characters (abbreviate as needed).

Item 22 - OTHER GTD LOANS.   Enter a **code from the following list**. This
information may be found on Part B, Item 12 of Form RD 4279-1, "Application
for Loan and Guarantee (Business and Industry)."

Code	Description
1	If the lender has made guaranteed loans for any Rural Development program other than Business and Industry.
2	If the lender has no experience with any other Rural Development guaranteed programs.

Item 23 - B&I LOAN. Enter a **code from the following list**. This information may be found on Part B, Item 12 of Form RD 4279-1 "Application for Loan and Guarantee (Business and Industry)."

Code	Description
1	If the lender has made guaranteed B&I loans to other borrowers.
2	If this is the first experience that this lender has had with B&I borrowers.

Item 24 - TRANSFERRED FROM CASE NO. Enter the **case number of the borrower from which this loan was transferred**. Refer to Section 2.10 for further information.

Item 25 - TRANSFERRED TO CASE NO. Enter the **case number of the borrower to which this loan was transferred**. Refer to Section 2.10 for further information.

4.6   SCREEN TSMUBI57 JOINT FUNDING AND LOAN INFORMATION

4.6.1   Introduction

If the Source of Funds code equals '1,' '5,' '7,' '8,' or 'A,' the word "GUARANTEED" displays on the left side of the header.

Figure 4 - 6

```
 TSMUBI57                    RD BUSINESS AND INDUSTRY                    2
    1                            LOAN REQUEST                    DATE:    3
       5                  JOINT FUNDING & LOAN INFORMATION           TIME:    4
 ********************************************************************************
 NAME:  6              CASE:  7            FACID:    8        REQ NO: 9
 FUNDING INFORMATION:                                          LOAN NO:10
  SOURCE OF FUNDS:  11        PURPOSE OF FUNDS: 12     FUND AUTHORIZATION: 13
  ENVIR IMPACT: CODE: 14  DATE: 15             SCRTY CODES:  16
  ST INTRGVT CONSULTION ID NBR: 17             FY OBLIGATED: 18
  EZ/EC CODE:19-20   NAME:  21                 YR DESIGNATION: 22
 PRIORITY WT:  23     SI:  24        RUR IND ASST: 25
 JOINT FUNDING:
  AMTS: BORR CNTR: 26          EPA    : 27          EDA: 28
        REGL COMM: 29          ST/CNTY : 30
        PVT/COMM : 31          OTH SRCES: 32
 JOBS:
       CREATED:  33           SAVED:  34            TOTAL:  35
 APPEAL INFORMATION:
 DATE APPEAL FILED: 36      DATE RESOLVED:  37     APPEAL RESULT: 38

 ===============================================================================
 F2-PREV REQ NO   F3-NEXT REQ NO      F4-APP/BORR SUMMARY   F5-UPDATE MENU
 F7-LENDER INFO   F8-CURR/HIST STATUS  F9-RESTORE SCREEN     F10-MAIN-MENU
```

4.6.2   Item Description for Joint Funding and Loan Information Screen

Items 1 through 10 - These items are system generated.

Item 11 - SOURCE OF FUNDS. Enter the **appropriate code from the following list**:

Code	Description
1	Guaranteed Loan
2	Direct Loan
3	Health and Human Service Rural Development Loan Fund Loan (HHS RDLF)
4	Intermediary Relending Program Loan (IRP)
5	Drought and Disaster Guaranteed Loan (D&D)
6	Economic Opportunity Cooperative Loan (EO CO-OP INC.)
7	Disaster Assistance for Rural Business Enterprises Guaranteed Loan (DARBE)
8	Business and Industry Disaster Guaranteed Loan (BID)
9	Intermediary Relending Program Disaster Loan (IRPD)
A	Business and Industry Empowerment Zone/Enterprise Community Guaranteed Loan (BIZ)
B	Intermediary Relending Program Empowerment Zone/Enterprise Community Loan (IRPZ)

Item 12 - PURPOSE OF FUNDS. Enter the **appropriate code from the following list** (only one code for each Loan Request).

Code	Description
0	**Revolving Loan Fund** - Funds used to reloan to subrecipients (ultimate recipients).
1	**New** - A facility that was not in operation before Rural Development funding.
2	**Expansion** - A major portion of the funds is for enlarging the service capacity of an existing facility.

3	**Renovation** - A major portion of the funds will be used to remodel and/or update an existing facility.
4	**Replacement** - A major portion of funds will be used to replace all or a portion of an existing facility.
5	**Transfer of Ownership** - A major portion of funds is for the purchase of an operating, existing facility (Owner is not presently a Rural Development borrower).
6	**Restructure/Refinance Debt** - A major portion of the funds will be used to refinance an existing debt.
7	**Transfer and Assumption** - Used when a new borrower assumes a loan already on the system. Change status to 408.
8	**Vehicles, Equipment and Machinery** - A major portion of the funds will be used for the purchase of equipment, vehicles and/or machinery.
9	**Other** - A major portion of the funds is for a reason not listed above.
A	Purchase of Cooperative Stock - Purchase of start-up capital stock of a farmer cooperative established for the purpose of processing an agricultural commodity.

Item 13 - FUND AUTHORIZATION. Used to identify funds authorized as special appropriations. The appropriate code is system generated for Source of Funds code 8, A, or B; otherwise, field is blank. Codes assigned to this data element are:

D - Dire Emergency Supplemental Appropriations Act, 1992; P.L. 102-368.
Z - Agriculture, Rural Development, Food and Drug Administration and Related Agencies Appropriation Act, 1994; P.L. 103-330. (EZ/EC)

Item 14 - ENVIR IMPACT CODE. Enter the **appropriate (numeric) code from the list below**:

> **NOTE**: Reporting in this field may require a change from initial submission to indicate completion of an Environmental Impact Assessment.

A. Initial reporting under these codes does not require subsequent reporting. The date that the determination is made must be entered in Item 15.

Code	Description
0	Categorical exclusion, per FmHA Instruction 1940-G.

1	Environmental Impact Assessment, Class I - no significant impact.
2	Environmental Impact Assessment, Class II - no significant impact.

B.   Initial reporting under these codes require subsequent reporting. The date that the determination is made must be entered in Item 15.

Code	Description
3	Environmental Impact Assessment, Class I - significant impact act, statement required.
4	Environmental Impact Assessment, Class II - significant impact, statement required.
5	Statement required by other federal agency, Rural Development participating.

C.   To be used for subsequent reporting. The date that the action was completed must be entered in Item 15.

Code	Description
7	Environmental Impact Statement completed, Rural Development lead agency.
8	Environmental Impact Statement completed, Rural Development participation.

Item 15 - DATE. Enter the **date the Environmental Impact Assessment is completed**.

Item 16 - SCRTY CODES. Enter **up to a maximum of 5 codes to indicate the type(s) of security being used**. If more than 5 codes are appropriate, enter the five most important. Start in the left-most position. This information should be updated as necessary. Item 14 on Part B of Form 4279-1, "Application for Loan and Guarantee," may be used as source of information for Guaranteed loans. Update this information as necessary from the attachment to Form 4279-3, "Conditional Commitment for Guarantee." For IRP/IRPD/IRPZ loans, the workplan submitted with the application and Item 16 on Page 2 of Form RD 1948-2, "IRP Project Summary," may be used as sources for this information.

> **NOTE**: When correcting or modifying this field, re-enter all appropriate codes.

Code	Description
A	General Obligation Bonds
B	Special Assessments
C	Revenue Bonds
D	Real Estate Liens
E	Machinery, Equipment, and Vehicles
F	Furniture and Fixtures
G	Inventory and Accounts Receivable
H	Assignment of Income
I	Statutory Liens
J	Licenses
K	Patents/Copyrights
L	Assignment of Leases
M	Insurance
N	Personal/Corporate Guarantees
X	Other

Item 17 - ST INTRGVT CONSULTION ID NBR. All programs are covered by Executive Order 12372. For **states not utilizing the State Application Identification (SAI) system**, enter **SAI NOT APPLICABLE**. For all other programs, enter the **number given in its entirety**. [The SAI may be a combination of alphanumeric and numeric characters.] Also include any special characters. If the SAI for these reported programs is not available, enter **SAI NOT AVAILABLE**.

Item 18 - FY OBLIGATED. System generated.

Items 19-22 - EZ/EC. These items identify the Empowerment Zone/Enterprise Community (EZ/EC) area in which loans are made or the Champion Community area if a loan was made in that area.

Items 19 and 20 - EZ/EC Code.

> **NOTE**: The EZ/EC letter and number codes may be entered by overwriting the "hyphen" and the hyphen will be system-generated when the screen is updated.

Item 19: Enter the appropriate letter code from the following list:

Code	Description
Z	Empowerment Zone
C	Enterprise Community
T	Champion Community

Item 20: Refer to Appendix K for the numeric ID Code for the EZ/EC or Champion Community.

Item 21 - EZ/EC Name: This is system generated based on the ID code entered in items 19 & 20.

Item 22 - EZ/EC YR Designation: The fiscal year of designation of the EZ/EC or Champion Community. This item is system generated from the ID code entered in items 19 & 20.

Item 23 - PRIORITY WT. Enter **priority weight for application processing** as determined by Section 1980.451 (d)(3) (Appendix J to RD Instruction 1980-E, Business and Industry Application Priority Points Scoring) for Direct loans, and Appendix C of RD Instruction 4279-B for Guaranteed loans, Section 1948.123 (c) of RD Instruction 1948-C for IRP/IRPD/IRPZ loans.

Item 24 – SI. (Special Initiative Codes) Enter any of the following special initiative codes (if applicable):

A	Target Area (based on the State Strategic Plan)
B	Water 2000
C	Pacific Northwest (PNW)
D	Reap Zones
E	Military Base Closings
F	NAD/NAFTA (North American Fair Trade Agreement)
G	Fund for Rural America
H	Medically Underserved Area
I	High Unemployment Area

Item 25 - Rural Industrialization Assistance (RIA). Authorizes assistance to facilitate economic opportunity for industries undergoing adjustment from terminated Federal agricultural price and income support programs or increased competition from foreign trade.

Enter a code from the following list.

Code	Description
T	Terminated federal agricultural price and income support program.
I	Increased competition from foreign trade.

Items 26 through 32 - JOINT FUNDING. These items list additional sources of funds for the project. Refer to Item 15of Part B of Form RD 4279-1, "Application for Loan and Guarantee," for Guaranteed loans. For IRP/IRPD/IRPZ loans, the workplan submitted with the application and Item 18 on Page 3 of Form RD 1948-2, IRP Project Summary may be used as sources for this information. Update as necessary.

Item 26 - AMT BORR CNTR. The amount of the applicant/borrower contribution to the facility. Report only cash contribution as found on Item 15 of Part B, Applicant Contribution, of the Application for Loan Gurantee, Form RD4279-1, or Form 1948-2, IRP Project Summary, Item 16B.

Item 27 - AMT EPA. The amount of Environmental Protection Agency (EPA) grant.

Item 28 - AMT EDA. The amount of Economic Development Administration (EDA) grant.

Item 29 - AMT REGL COMM. The amount of Regional Commission grant.

Item 30 - AMT ST/CNTY. The amount of State and/or County loan and/or grant.

Item 31 - AMT PVT/COMM. The amount of funds from private or commercial credit.

Item 32 - AMT OTH SRCES. The amounts from sources other than Rural Development loan and not shown above.

NOTE: Record of the specific source and amount should be documented in the loan docket.

Items 33, 34, and 35 - JOBS. (**Required field**) Jobs information for subrecipients (ultimate recipients) may be entered if the field office desires for IRP and HHS loans. (All numeric).

> **Item 33 - CREATED.** The number of jobs created by the Rural Development funding for the facility. When totaled, figures for all Loan Requests for a facility must equal the number of Jobs Created by Rural Development funding for the facility. If none, enter **0**.

> 1. Count 2 part-time jobs as 1 full-time job. Count 3 seasonal jobs as 1 full-time job. If part-time and/or seasonal jobs add up to a fraction, round up to the next whole number.

> 2. For B&I loans, use the number shown on RD 449-22, "Certification of Non-Relocation and Market and Capacity Information Report," Item 8a.

> **Item 34 - SAVED.** The number of jobs saved or protected as a direct result of Rural Development funding for the facility. When totaled, figures for all Loan Requests for a facility must equal the number of jobs saved or protected by Rural Development funding for the facility. If none, enter **0**.

> **Item 35 - TOTAL.** The projected number of jobs when the facility is at full capacity. This Total, when added for all Loan Requests, will not exceed the projected number of employees at the facility.

NOTE: JOBS SAVED plus JOBS CREATED for a facility will not exceed Total for that facility.

> Example 1 - An initial loan is made to a borrower employing 100 people. The borrower is in serious financial trouble and will fail without the Rural Development loan.

> Loan Request 01
> Created: 0
> Saved: 100
> Total: 100

> After two years, the borrower requires additional financing and employment has dropped to 60 people. Rural Development makes a subsequent loan.

First modify Loan Request 01 to produce this:

Created: 0
Saved: 100
Total: 60

Loan Request 02
Created: 0
Saved: 0
Total: 0

Example 2 - Rural Development makes a loan to new borrower, and the loan creates 100 Jobs.

Created: 100
Saved: 0
Total: 100

A few years later, 125 people are employed there, the facility is in serious financial trouble, and receives a subsequent loan to stay in business.

Created: 0   Total Created: 100
Saved: 25   Total Saved: 25
Total: 25   Total: 125

Any other approach to reporting the above situations will result in overstating the impact of the Rural Development funding on rural employment.

APPEAL INFORMATION

Item 36 - DATE APPEAL FILED. Enter the **date an appeal is filed**. If a subsequent appeal is filed, enter the most recent appeal date.

Item 37 - DATE RESOLVED. Enter the **date the appeal in Item 30 is resolved**.

Item 38 - APPEAL RESULT. Enter the **code from the following list that reflects the result of the appeal decision**:

Code	Description
U	Decision Upheld
M	Decision Modified
O	Decision Overturned

4.7 SCREEN TSMUBI58 CURRENT/HISTORY STATUS INFORMATION

4.7.1 Introduction

If the Source of Funds code equals '1,' '5,' '7,' '8,' or 'A,' the word "GUARANTEED" displays on the left side of the header.

Figure 4 - 7

```
TSMUBI58                    RD BUSINESS AND INDUSTRY                    2
 1                              LOAN REQUEST                 DATE:    3
    5                   CURRENT/HISTORY STATUS INFORMATION     TIME:      4
********************************************************************************
NAME:  6              CASE:   7                FACID:   8       REQ NO: 9
CURRENT STATUS: 11    STATUS DATE:   12      AMOUNT:   13        LOAN NO: 10
      PREAP RCD DATE      AMT OF ASST    APPL RCD DATE      AMT OF ASST
                     W/C:                          W/C:
           14        R/E:              15          R/E:
                     M&E:                          M&E:
                     D/R:                          D/R:
                   TOTAL:                        TOTAL:
      OBLIGATED DATE                   OPERATNL DATE
                     W/C:                          W/C:
                     R/E:                          R/E:
           16        M&E:              17          M&E:
                     D/R:                          D/R:
                   TOTAL:                        TOTAL:
LOAN CLASSIFICATION CODE: 18


================================================================================
 F2-PREV REQ NO       F3-NEXT REQ NO    F4-APP/BORR SUMMARY  F5-UPDATE MENU
 F7-JOINT FUND & LOAN  F8-COND/COMM SRVC  F9-RESTORE SCREEN    F10-MAIN MENU
```

4.7.2 Item Descriptions for Current/History Information Screen

Items 1 through 10 - These items are system generated.

Item 11 - CURRENT STATUS. Enter the **applicant/borrower's Current Status from the list in Appendix E**. Only one Current Status can be used for all assistance types associated with each Loan Request. If the working capital portion of a loan is paid in full and the real estate portion is still active, the entire original Loan Request remains active until the last assistance type is paid in full. If the Current Status is equal to 491, the status will be system generated from the Graduation screen (when Items 14 and 14A are completed); do not type in 491 (numeric).

Item 12 - DATE OF STATUS. Used with Item 11, above. Enter the **date of that Current Status**. If status is equal to 491, the date will be system generated from the Graduation screen (numeric).

Item 13 - AMOUNT. System generated from the applicable TOTAL field below based on the Current Status code. When Current Status is equal to 491, the amount will be system generated from the Graduation screen.

> **NOTE**: Be sure to complete as necessary, the appropriate DATE/AMT OF ASST fields, Items 14-17 below, when the CURRENT STATUS field is completed or modified to allow for correct system generation of this AMOUNT field.

Example: A preapplication for a Loan Request to provide working capital in the amount of $250,000 has been encouraged and the Current Status of the applicant's request is shown as 112 in the CURRENT STATUS field. A complete application is filed and the CURRENT STATUS field is changed to 201. The Working Capital (W/C) field in Item 15 must be completed or the AMOUNT field will be blank.

Item 14 - PREAP RCD DATE. Enter the **date that the Preapplication is received**.
Also, enter the **amount for Working Capital (W/C); Real Estate (R/E);
Vehicles, Machinery and Equipment (M&E); and Debt Refinancing (D/R)**.
TOTAL is system generated.

Item 15 - APPL RCD DATE. Enter the **date the Application is received**. Also, enter
the **amount for Working Capital (W/C); Real Estate (R/E); Vehicles,
Machinery and Equipment (M&E); and Debt Refinancing (D/R)**. For
IRP/IRPD/IRPZ and HHS RDLF loans, enter the amount as working capital.
TOTAL is system generated.

Item 16 - OBLIGATED DATE. Enter the **date that the funds were obligated from
the UN Status screen in the Automated Discrepancy Processing System
(ADPS). Also, enter the amount for Working Capital (W/C)** ; **Real Estate
(R/E); Vehicles, Machinery and Equipment (M&E); and Debt Refinancing
(D/R).** For IRP/IRPD/IRPZ and HHS RDLF loans enter the amount as working
capital. Total is system generated.

Item 17 - OPERATNL DATE. Enter the **date that the Loan Note Guarantee was
issued. Also, enter the amount for Working Capital (W/C); Real Estate
(R/E); Vehicles, Machinery and Equipment (M&E); and Debt Refinancing
(D/R).** For IRP/IRPD/IRPZ and HHS RDLF loans enter the amount as working
capital. Total is system generated.

Item 18 - LOAN CLASSIFICATION CODE. Enter **one of the following codes** at
loan closing (classification for a new loan will usually be 10) and update as necessary:

Code	Description
10	**Current Non-Problem Classification.** A loan that is current and in compliance with all loan conditions and B&I or IRP/HHS RDLF regulations, but does not meet all the criteria for seasoned loan classification.
20	**Seasoned Loan Classification.** A loan with an unpaid principal balance of two-thirds or less of the original loan amount; is in compliance with all loan conditions and B&I regulations; has been current for 24 consecutive months; and is adequately secured.

30 **Special Mention Classification.** A loan that does not presently expose the lender and Rural Development to a sufficient degree of risk to warrant a Substandard Classification, but does possess credit deficiencies deserving the lender's close attention.

40 **Substandard Classification.** A loan which is inadequately protected by the current sound worth and paying capacity of the obligator, or of the collateral pledged.

50 **Doubtful Classification.** A loan with all the weaknesses of a Substandard Classification, plus other weaknesses that make collection or liquidation in full questionable.

60 **Loss Classification.** A loan considered uncollectable, and of such little value that its continuance as a bankable loan is not warranted.

NOTE: State Offices are responsible for ensuring that all loans, including IRP/IRPD/IRPZ loans made under RD Instruction 4274-D and HHS RDLF loans serviced under RD Instruction 1951-R, are properly classified and for follow-up with lenders on guaranteed loans for updated classifications where necessary. If the lender does not provide a classification, Rural Development is responsible for classifying the loan. (For further information, refer to Section 4287.107 of RD Instruction 4287-B for Guaranteed loans and Section 1951.885 of RD Instruction 1951-R for IRP/IRPD/IRPZ and HHS RDLF loans.)

4.8 SCREEN TSMUBI59 COND COMM & SERVICING INFORMATION

4.8.1 Introduction

If the Source of Funds code equals '1,' '5,' '7,' '8,' or 'A,' the word "GUARANTEED" displays on the left side of the header.

Figure 4 - 8

```
TSMUBI59                       RD BUSINESS AND INDUSTRY                     2
  1                                LOAN REQUEST                    DATE:     3
      5                    COND COMM & SERVICING INFORMATION       TIME:        4
********************************************************************************
NAME:  6                    CASE:  7              FACID:  8          REQ NO: 9
                                                                    LOAN NO: 10


DATE COND COMM ISSUED:  11                    EXPIRES:  12
DATE COND COMM EXTENDED:  13



PERCENT OBLG GUARTD:  14      GTY FEE: 15                   DATE OGC REVIEW: 16
MORATORIUM EXPIRES: 17                            SUBORDINATION EXPIRES: 18

INFORMATION FOR HHS & IRP LOANS:
TOTAL FUNDS ADVANCED:  19                  AS OF:  20
NUMBER OF SUBRECIPIENTS:  21               AS OF:  22
NUMBER OF SUBRECIPIENTS DELINQUENT:  23    AS OF:  24

================================================================================
  F2-PREV REQ NO   F3-NEXT REQ NO   F4-APP/BORR SUMMARY   F5-UPDATE MENU
  F7-CURR/HISTORY  F8-LOAN SERVICE  F9-RESTORE SCREEN     F10-MAIN MENU
```

4.8.2   Item Descriptions for Cond Comm & Servicing Information Screen

Items 1 through 10 - These items are system generated.

Item 11 - DATE COND COMM ISSUED. Enter the **date the Conditional Commitment for Guarantee is issued**. Enter **date Letter of Conditions is issued for IRP, IRPD, and IRPZ loans**.

Item 12 - EXPIRES. Enter the **date the Conditional Commitment for Guarantee or Letter of Conditions will expire**. If the Conditional Commitment or Letter of Conditions is extended, this date should be revised to the new expiration date.

Item 13 - DATE COND COMM EXTENDED. Enter the **date the Conditional Commitment for Guarantee or Letter of Conditions is extended**. Space is provided for four extensions. If more than four extensions are granted, change the last date to the most recent extension.

Item 14 - PERCENT OBLG GUARTD. Enter the **percent guaranteed**. Enter as a 6-digit number - 2 whole numbers, with 4 decimal places. For example, 80 percent will be entered as 80.0000.

Item 15 -GTY FEE. Enter the **guarantee fee of 1 or 2 percent**. Enter as a 1-digit whole number.

Item 16 - DATE OGC REVIEW. Enter the **date OGC signs off on preclosing review**. This is only for direct B&I and IRP loans.

Item 17 - MORATORIUM EXPIRES. Enter the **date an approved payment moratorium expires**. If a subsequent moratorium is approved use the date of the latest moratorium.

Item 18 - SUBORDINATION EXPIRES. Enter the **date an approved subordination expires**.

Items 19 through 24 - These items apply to HHS RDLF, IRP, IRPD, and IRPZ loans only. The ultimate recipient advance information on this screen should be updated once you have received Form 1951-4 from the Intermediary.

Item 19 - TOTAL FUNDS ADVANCED. Enter the **total amount of Rural Development loan funds advanced under HHS RDLF, IRP, IRPD, and IRPZ loans**. This amount should be increased with each multiple advance until the loan is fully disbursed.

Item 20 - ADVANCED AS OF. Enter the **date that the amount of funds reported in Item 19 is advanced** (date check is delivered to intermediary).

Item 21 - NUMBER OF SUBRECIPIENTS. Enter the **number of subrecipients (ultimate recipients) to which Rural Development has concurred in the intermediary making a loan, whether or not funds have actually been advanced for the loan(s)**.

Item 22 - SUBRECIPIENTS AS OF. Enter the **date the number of subrecipients (ultimate recipients) reported in Item 21 was determined**.

Item 23 - NUMBER OF SUBRECIPIENTS DELINQUENT. Enter the **number of subrecipients (ultimate recipients) delinquent on their payments to the intermediary**. This information can be obtained from Form RD 1951-4, Report of IRP/RDLF Lending Activity.

Item 24 - DELINQUENT AS OF. Enter the **date intermediary had the number of delinquent subrecipients (ultimate recipients) in Item 23**.

4.9 SCREEN TSMUBI9A RELENDING PROGRAMS INFORMATION

4.9.1 Introduction

If the Source of Funds code equals '1,' '5,' '7,' '8,' or 'A,' the word "GUARANTEED" displays on the left side of the header. This screen is used to track ultimate recipients for the Intermediary Relending Program.

Figure 4 - 9

```
 TSMUBI9A                      RD BUSINESS AND INDUSTRY                  2
   1                              LOAN REQUEST               DATE:    3
     5                      RELENDING PROGRAMS INFORMATION   TIME:       4
                                                             PAGE 0001
 *****************************************************************************
 NAME:  6                  CASE:  7                FACID:  8      REQ NO: 9
                                                                LOAN NO: 10



                    HHS/IRP RECIPIENTS
                        DATE            JOBS         SIC     STATUS
 RECIPIENT NAME AMOUNT ADVANCED     CRD SVD VER      CODE    (C,A,D)
                                            14
    11          12      13         14A 14B  14C     15         16




 ===============================================================================
   F2-PREV REQ NO   F3-NEXT REQ NO   F4-APP/BORR SUMMARY   F5-UPDATE MENU
   F7-CURR/HISTORY  F8-LOAN SERVICE  F9-RESTORE SCREEN     F10-MAIN MENU
```

4.9.2 Item Descriptions for Relending Programs Information

Items 1 through 10 – These items are system generated.

Item 11 – RECIPIENT NAME. Enter the name of the recipient of third party loan.

Item 12 – AMOUNT OF ADVANCE. Enter the amount of the third party loan to the ultimate recipient.

Item 13 – DATE OF ADVANCE.   Enter the date the loan was advanced to the ultimate recipient.

Item 14 – JOBS. Enter information about the jobs created, saved or verified.
        14a – Jobs Created. – Number of jobs created.
        14B – Jobs Saved. – Number of jobs saved.
        14C – Jobs Verified. – Number of jobs verified.

Item 15 – SIC CODE.   Enter the SIC/NAICS code for the ultimate recipient. This code can be found in the *Standard Industrial Classification Manual (North American Industrial Classification System Manual)*.

Item 16 – STATUS CODE. Enter the account status of the ultimate recipient's loan:
        C – Current   A – Ahead   D - Delinquent

4.10 SCREEN TSMUBI60 LOAN SERVICING INFORMATION

4.10.1   Introduction

If the Source of Funds code equals '1,' '5,' '7,' '8,' or 'A,' the word "GUARANTEED" displays on the left side of the header.

Figure 4 - 10

```
TSMUBI60                    RD BUSINESS AND INDUSTRY                    2
   1                           LOAN REQUEST              DATE:    3
      5                    LOAN SERVICING INFORMATION        TIME:      4
***************************************************************************
NAME    6                CASE:  7              FACID:  8        REQ NO: 9
                                                       LOAN NO: 10
TYPE OF INTEREST: 11     INTEREST RATE:   12       LOWERED INT-RATE TO: 13
DATE PS SENT TO N/O:  14         BASE INT RATE  15
LIEN POS.  REAL EST: 16A   M & E: 16B  INV & REC: 16C    PERSONAL GUAR: 16D
MATURITY:  REAL EST: 17A   M & E: 17B  WORKING CAP: 17C  DEBT REFINANCING: 17D
                   REAS               REAS                         REAS
TYPE    DEOB1 AMT   FY   DEOB   DEOB2 AMT    FY   DEOB  DEOB3 AMT   FY   DEOB
 W/C:      18A     19A   20A     18B        19B   20B    18C       19C  20C
 R/E:
 M&E:
 D/R:
TOTAL:

GUAR PORTION SOLD: 21           GUAR PORT REPURCHASE BY:  22   FUT RECVRY
AMOUNT FINAL LOSS:   23         DATE FINAL LOSS PAID:   24    POTENTIAL:25
===============================================================================
F2-PREV REQ NO      F3-NEXT REQ NO       F4-APP/BORR SUMMARY   F5-UPDATE MENU
F7-COND COMM & SRVG F8-GRADUATION INFO   F9-RESTORE SCREEN     F10-MAIN MENU
```

4.10.2 Item Descriptions for Loan Servicing Information Screen

Items 1 through 10 - These items are system generated.

Item 11 - TYPE OF INTEREST. Enter the **type of interest being charged for the funds obligated under each Loan Request** (alphanumeric). Enter **one of the following codes**.

Code	Description
F	Fixed Rate
V	Variable Rate
M	Multi-Rate

Item 12 - INTEREST RATE. Rate of interest to be charged, entered as a **6-digit number - 2 whole numbers, with 4 decimal places (99.9999)**.

For example, 8 1/4 percent interest will be entered as 08.2500. The interest rate should be reviewed and updated as the loan is processed through loan closing. Based on the above Interest Type (Item 11), determine the correct figure(s) to enter in this field.

1. **Fixed Rate Loan:** Enter the **interest rate**.
2. **Variable Rate Loan:** Enter the **interest rate, at the time of obligation**.
3. **Multi-Rate Loan:** Enter the **overall interest rate yield**.

Item 13 - LOWERED INT-RATE TO. Enter the **interest rate that Rural Development concurs in lowering the interest rate to in a servicing action**. Interest rate should be entered as 6-digit number in the same format described in Item 12.

Item 14 - DATE PS SENT TO N/O. This field is no longer required per RD Instructions 4279-B Section 4279.173 (E).

Item 15 - BASE INT RATE. Enter the **base published rate to which the variable interest rate is tied plus any additional percentage**. Field will accept a maximum of 30 characters.

For example, WSJ Prime + 1. This information may be obtained from Item 16 of Part B of Form RD 4279-1, "Application for Loan and Guarantee," and should be updated if the base published rate used changes (i.e., from the attachment to Form RD 4279-3, "Conditional Commitment for Guarantee").

Items 16A through 16C - LIEN POS. Enter the **code to indicate the Lien Position on each type of security** (Real Estate, Machinery and Equipment, and Inventory and Accounts Receivables) as appropriate and update as necessary. Item 14, Page B of Form RD 4279-1, "Application for Loan and Guarantee," may be used as a source for this information for guaranteed loans. Update as necessary from the attachment to Form RD 4279-3, "Conditional Commitment for Guarantee." For IRP/IRPD/IRPZ loans, the workplan submitted with the application and Item 16, Page 2 of Form RD 1948-2, "IRP Project Summary," may be used as sources for this information.

> 1 = 1st
> 2 = 2nd
> 3 = 3rd

Item 16D - PERSONAL GUAR. Enter an **Y** if personal or corporate guarantee is taken. **Leave blank if not**. The attachment to Form RD 4279-3, "Conditional Commitment for Guarantee," may be used as a source for this information. If Y, personal/corporate guarantor financial statements should be tracked on Screen TSMUBI5B, Applicant/Borrower (Part 3).

Items 17A through 17D - MATURITY. Enter the **number of years in which the loan must be repaid in the appropriate space for Real Estate, Machinery and Equipment, Working Capital, and/or Debt Refinancing**.

Items 18 through 19 - DEOBLIGATION INFORMATION. The following 3 fields each occur 4 times. Enter **all appropriate information in the spaces provided for Working Capital (W/C), Real Estate (R/E), Machinery and Equipment (M&E), and Debt Refinancing (D/R)**. The Total for DEOB1 AMT, DEOB2 AMT, and DEOB3 AMT will be system generated.

> **Item 18A - DEOB1 AMT.** Enter the **amount of funds deobligated in the same fiscal year in which the funds were obligated**.

> **Item 18B - DEOB2 AMT.** Enter the **amount of funds deobligated in a fiscal year subsequent to the year in which the funds were obligated**.

> **Item 18C - DEOB3 AMT.** Enter the **amount of funds deobligated in a fiscal year subsequent to the year in which the funds were obligated**.

> **Item 19A - DEOB1 FY.** Enter the **fiscal year as YY that the funds were deobligated**.

> **Item 19B - DEOB2 FY.** Enter the **fiscal year as YY that the funds were deobligated**.

> **Item 19C - DEOB3 FY.** Enter the **fiscal year as YY that the funds were deobligated**.

Items 20A, 20B, and 20C - REASON DEOB. The reason the aforementioned funds were deobligated. Enter **one of the appropriate codes as listed below**:

Code	Description
1	Canceled by Borrower
2	Canceled by Lender
3	Canceled by Rural Development

Item 21 - GUAR PORTION SOLD. Enter **Y** if at least part of the guaranteed portion of the note has been sold in the secondary market. Leave blank if guaranteed portion is not sold.

Item 22 - GUAR PORT REPURCHASE BY. Enter an **F** if the guaranteed portion has
been repurchased by Rural Development (formerly FmHA/RDA) or an **L** if
repurchased by lender. Leave blank if not repurchased.

Item 23 - AMOUNT FINAL LOSS. For guaranteed loans, the amount of the final loss
will be system generated from information in the Finance Office Guaranteed Loan
Accounting System (GLAS). If any future recovery is received after the final loss
is paid, it will be subtracted from the final loss amount. For direct loans, enter the
amount of loss or write off.

Item 24 - DATE FINAL LOSS PAID. The date the final loss is paid will be system
generated from information in GLAS for guaranteed loans. Enter the **date the
loss or write off was processed for direct loans**.

Item 25 - FUT RECOVRY POTENTIAL. Enter **Y** if future recovery after final loss is
likely. If not, leave this field blank.

4.11   SCREEN TSMUBI61 GRADUATION INFORMATION

4.11.1   Introduction

Figure 4 - 11

```
TSMUBI61                    RD BUSINESS AND INDUSTRY                    2
 1                            LOAN REQUEST                    DATE:  3
                         GRADUATION INFORMATION            TIME:    4
********************************************************************************
NAME:  5                 CASE:  6                FACID:  7        REQ NO: 8
                                                                 LOAN NO: 9


GRADUATION INFORMATION:
                        DATE            LOAN AMT   DISPOSITION
INITIAL SCREENING:  10                             TYPE
THOROUGH REVIEW  :  11
GRAD REQUESTED   :  12                  12A

GRAD DISPOSITION :  13                             13A
                                                   A - GRAD IN PROCESS
REFINANCED       :  14                  14A        B - GRAD REL FIN DETER
PAID OFF         :  15                  15A        C - GRAD REL OTHER DETER
                                                   X - ACCELERATED ACCOUNT
DO YOU WANT TO CLEAR ALL FIELDS TO START A NEW GRADUATION REVIEW? Y/N:


================================================================================
F2-PREV REQ NO   F3-NEXT REQ NO   F4-APP/BORR SUMMARY   F5-UPDATE MENU
F7-SERVICING     F8-FINANCE INFO  F9-RESTORE SCREEN     F10-MAIN MENU
```

4.11.2   Item Descriptions for Graduation Information Screen

> **NOTE**: CLEAR ALL FIELDS. When the user accesses the Graduation screen a message will appear, "Do you want to clear all fields to start a new graduation review?" Enter **Y** or **N**. If an **Y** is entered, all fields on this screen are cleared so that new graduation information can be entered.

Items 1 through 9 - These items are system generated.

> **NOTE**: Appendix F to this User's Guide contains additional information and examples for completion of items on this screen.

> **NOTE**: Graduation reviews are applicable to all direct loans except Watershed, Resource, Conservation and Development, and Rural Development Loan Fund (IRP and HHS) Programs. Guaranteed loans are not subject to graduation.

Item 10 - DATE (Initial Screening). Enter the **date that the Initial Screening was completed**. If released from further review, proceed to Item 13, GRADUATION DISPOSITION DATE. If Thorough Review is to be done, proceed to Item 11.

Item 11 - DATE (Thorough Review). Enter the **date that the Thorough Review was completed**. If released from further review, proceed to Item 13. If Graduation is to be requested, proceed to Item 12.

Item 12 - DATE (Grad Requested). Enter the **date of the letter requesting graduation**. Complete Items 13, 13A, 14, 14A, 15, and 15A when the loan has actually been refinanced and/or paid in full.

Item 12A - LOAN AMT (Grad Requested). Enter the **balance of the loan requested to graduate**. Refer to the letter requesting the borrower to graduate.

Item 13 - DATE (Grad Disposition). Enter the **date associated with the disposition code entered in Item 13A**.

Item 13A - DISPOSITION TYPE. Enter the **type of Disposition code from the following list**.

Code	Description
A	**Graduation in process.** Enter date that other credit to be obtained was offered to the borrower.
B	**Released (Financial Reasons).** Enter date of decision to not require further review due to Financial Reasons.
C	**Released (Other Reasons).** Enter date of decision to not require further review due to reasons other than financial.
X	**Account Accelerated.** Date of notice to the borrower that the account is being accelerated.

Items 14, 14A, 15, and 15A - DATE (Refinanced And Paid Off) AND LOAN AMT (Amt Refinanced And Amt Paid Off). To be completed only when a loan is paid in full prior to 12 months before the final maturity date. The fields in Items 14 and 14A refer to funds BORROWED FROM ANOTHER LENDER. Items 15 and 15A refer to funds NOT BORROWED from another lender.

Item 14 - DATE (Refinanced). Enter d**ate the loan is paid in full due to refinancing**.

Item 14A - LOAN AMT (Amt Refinanced). Enter the **amount, if any used toward the pay off of the loan which was borrowed from another lender**.

NOTE: When Items 14 and 14A are completed, Status Code 491 will be system generated in the CURRENT STATUS field of the Status Summary Screen TSMUBI58. The DATE and the AMT REFINANCED fields will also be system generated in the STATUS DATE and STATUS AMOUNT fields.

Item 15 - DATE (Paid Off). Enter the **date the loan is paid in full**.

Item 15A - LOAN AMT (Amt Paid Off). Enter the **amount, if any used toward the payoff of the loan which was NOT BORROWED from another lender**. Sources could include accumulated reserves, State Grant funds, or any other funds used toward payoff of the loan which are NOT borrowed from another lender.

NOTE: When Items 15 and 15A are completed, Status Code 490 needs to be input by the user in the CURRENT STATUS field of the Status Summary Screen TSMUBI58 along with the STATUS DATE and STATUS AMOUNT fields.

4.12   SCREEN TSMUBI65 FINANCE OFFICE INFORMATION

4.12.1   Introduction

If the Source of Funds code equals '1,' '5,' '7,' '8,' or 'A,' the word "GUARANTEED" displays on the left side of the header.

Figure 4 - 12

```
TSMUBI65                    RD BUSINESS AND INDUSTRY                      2
  1                             LOAN REQUEST                   DATE:    3
    5                      FINANCE OFFICE INFORMATION           TIME:      4
******************************************************************************
NAME:  6          CASE:    7              FACID:  8        REQ NO: 9
LOAN BALANCE:   11            AS OF:  12                   LOAN NO: 10
LOAN PAYMENT STATUS: 13    AMOUNT:   14          LOAN MATURITY: 15
GUARANTEED PORTION REPURCHASED:
  A/R NO.   AMOUNT REPURCHASED     DATE          A/R BALANCE         AS OF
   16            17                 18              19                 20




 ================================================================================
F2-PREV REQ NO     F3-NEXT REQ NO     F4-APP/BORR SUMMARY    F5-UPDATE MENU
F7-GRADUATION      F9-RESTORE SCREEN    F10-MAIN MENU
```

4.12.2　Item Description for Finance Office Information Screen.

Items 1 through 10 - These items are system generated.

Items 11 through 20 - These will be system generated from information in the Guaranteed Loan Accounting System (GLAS) for B&I Guaranteed, Drought and Disaster (D&D), Disaster Assistance for Rural Business Enterprises (DARBE), B&I Disaster (BID), and B&I EZ/EC (BIZ) loans. **NOTE: There must be a match between GLAS and RCFTS on case number and loan number before this information will be downloaded into RCFTS. In addition, loan amounts for the respective loan number must also match for correct balance information for the loan to be shown.** For B&I Direct, HHS RDLF, IRP, IRP Disaster, IRPZ and EO Co-op loans, enter the information as detailed below. See the Status screen on ADPS to obtain information to update this screen for B&I Direct and EO Co-op loans. Information for HHS, IRP, and IRPD loans can be obtained from the monthly report prepared by the Reports Section of the Finance Office, a copy of which is sent to each State Office by the National Office.

Item 11 - LOAN BALANCE. Enter the **loan balance** (the original loan amount minus principal repaid plus any accrued interest).

Item 12 - AS OF. Enter the **date associated with Item 9**.

Item 13 - LOAN PAYMENT STATUS. Enter an **A** if the loan is ahead of schedule or a **B** if behind. If the loan is current, leave blank.

Item 14 - AMOUNT. Enter the **amount either ahead or behind, associated with Item 11**. If current, leave blank.

Item 15 - LOAN MATURITY. Enter the **date the loan will mature**.

Item 16 - A/R NO. Leave blank.

Item 17 - AMOUNT REPURCHASED. Leave blank.

Item 18 - DATE. Leave blank.

Item 19 - A/R BALANCE. Leave blank.

Item 20 - AS OF. Leave blank.

This page intentionally left blank.

SECTION 5.0

RCFTS FOCUS REPORTING SYSTEM

5.1   RCFTS FOCUS REPORTING SYSTEM

The Rural Development RCFTS National and Field Offices use the FOCUS Reporting system. This reporting system will allow the user to generate canned reports for CP and BI with customized selection criteria.

The RCFTS FOCUS Reporting system can put a strain on the 3B2. Therefore, it is suggested that the Field offices generate and print the reports only twice a day. The details of the report printing procedures and frequency should be worked out with the Field and State's IRM.

Refer to the FOCUS User's Guide for instructions for using the FOCUS Reporting system. The logon procedures and sample canned reports can be found in sections 5.2, 6.0, and 7.0 of this User's Guide.

5.2   LOGON PROCEDURES

> **NOTE**: Depending on the type of computer configuration and system you are using, logon and logoff procedures may vary.

1.   Turn on the computer. A message will scroll up the screen as the system loads the various pieces of software needed for communication, etc.

2.   Press the **RETURN** key or the **ESC** key as instructed.

3.   Do not login unless you wish to screen print. If you wish to screen print, follow the instructions in Section 2.14.

4.   Press the **Alt** and **F2** keys simultaneously. The XPERT screen will now be displayed. For example:

KEY	SERVICES	CONNECTIONS	PRINT MODE
F1	KCCCDSP		1ptx
F2	KCCUCC7		1ptx
F3	NFCDSP		1ptx
F4	KCCAT		1ptx
ESC	EXIT	SERVICE NUMBER 249-B	VERSION 1.3 USDA

The XPERT screen may have different service names than the example.

5.   Find the service name which has a "KCCC" prefix and press the function key which is associated with it (usually the **F1** key). The "Welcome to the National Computer Center - Kansas City, MO" message will then display on the screen.

LOGON TO FOCUS AND LOGOFF INSTRUCTIONS

If screen printing is desired, logon to PCI before beginning
this procedure.

If screen printing is not desired <u>or</u> if NIS download will be
used, proceed as outlined below:

At login, press **Alt-F2**, simultaneously - will get XPERT Menu

Press **F1** - will get KCCC Screen and prompt for logon

Type **TV** and press ＋ (ENTER) - will get NCC screen

Enter **ID** and **Password** and then press ＋ (ENTER) - will get USDA
        Teleview Screen with COMMAND>

Enter **1** (for FOCUS) and press ＋ (ENTER) - will then wait for next
        screen with NOTICE

Press ＋ (ENTER) - will see several messages then get NOTICE to user

Press ＋ (ENTER) - will get FOCUS Main Menu

From this point - can access one of the files listed
to generate canned reports - OR - can access native FOCUS
to generate ad hoc reports.

If the ＋ (ENTER) key is pressed in time, the "AD-HOC REPORT" system will be
displayed. If no action is taken for a prolonged period of time, you may have to
log back in to FOCUS again.

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SECTION 6.0

COMMUNITY PROGRAMS REPORTS

This chapter contains descriptions and samples of the Community Programs Canned Reports that can be produced using the RCFTS database and the FOCUS Reporting system.

State/District Office Reports

Report	Report Name
1	Due Date Reports
	A. Compliance Review/Security Inspection
	B. Financing Statements Due
	C. Quarterly Reports/Audit Reports Due
	D. Warranty Insp./Dist. Director Reports Due
	E. Other Due Dates
2	Reserved for Future Use
3	Unliquidated Obligation Report
4	Delinquency Report
5	Obligation - Missing Data Element Check
6	Closed - Missing Data Element Check
7	Collection Report - Payments Due
8	Verification Report
9	Graduation Review/Monitoring Report
10	Status Summary Report
11	Preapplication/Application Report
12	Key Status Report
13	Loan and Grant Characteristics
14	Borrower Report (Being Developed)
15	User Verification Report
16	Borrower/Lender Report for Guaranteed Loans
17	Report of Financial Statements Due for Guaranteed Loans
18	Problem/Delinquent Servicing Report for Guaranteed Loans
19	Report of Visits Due for Guaranteed Loans
20	Servicing Information for Guaranteed Loans
21	Status Summary Report (EZ/EC/CC)
22	Key Status Report (EZ/EC/CC)

State/District Office Reports, continued

Report	**Report Name**
23	Borrower Information
24	Lender Information
25	Special Initiatives Summary Report
26	Special Initiative/Key Status Report

National Office Reports

Report	**Report Name**
1	National Preapplication/Application Reports
	A. Pre/Application WW Loans
	B. Pre/Application WW Grants
	C. Pre/Application WW Guaranteed
	D. Pre/Application CF Loans
	E. Pre/Application CFA Loans
	F. Pre/Application CF Guaranteed
	G. Pre/Application CFA/RBEGS
2	CP Car Project Selection Loan and Grant Report
	A. CP Car Project Selection Loan Report
	B. CP Car Project Selection Grant Report
3	CF Division Loans and Grant Funded
	A. CF or CFA Loans Funded Only Report
	B. National Tabulations of CF/CFA Loans Funded
	C. CFA Grants Funded Only Report
	D. CFA National Tabulations of Grants Funded
4	Community Program Graduation Reports
	A. CP Graduation Review/Summary
	B. CP Graduations Outstanding
	C. CP Loans Graduated
7	Joint Funding Report
9	CP Loan and Grant Characteristics Report
	A. CP Loan Summary by State by Interest Rate
	B. Grant Summary by State
	C. Loan and Grant Characteristics by State
	D. Guaranteed Loan Summary by State by Interest Rate
	E. Guaranteed Loan Characteristics by State
10	National Case Load Report of Closed

National Office Reports, continued

Report	Report Name
11	CP Servicing Action Report
	A. CP Transfer/Assumption Pending
	B. Other Servicing Actions
	C. Legal Actions
	D. Debt Settlement
12	CP Average Financial Assistance Reports
	A. Average Financial Assistance - Loans
	B. Average Financial Assistance - Grants
	C. National Av. Financial Assistance - Loans
	D. National Av. Financial Assistance - Grants
14	Summary Report - Annual Audits and Reports
21	WW Average User Rate Reports
	A. Average User Rates
	B. Detailed Listing of User Rates

Several reports in FOCUS may be pulled by program area. See Appendix A for loans and grants that fall under each program area of the CP subsystem.

When generating a report, the user can choose certain parameters (i.e., Dates and Status Codes) around which the report is to be based. The system will prompt the user for the parameters. A description of each report is provided on the following pages. The parameters which are required by the system (i.e., those parameters which must be entered in order for the report to be generated) are also listed in the description of each report.

NOTE: If the user is prompted for a beginning and ending date parameter and these parameters are not required, the system will default to "00/00/00" for the Beginning Date parameter and today's date for the Ending Date parameter.

On all reports, up to three District codes may be selected, e.g., 701, 702, 703. If all three District codes are left blank, the report will include the entire state by district.

NOTE: The following information applies to all reports you attempt to access.

After you designate the desired parameters, press Enter. The following message will appear: "*******REPORT IN PROGRESS*******." This may display for some time. Some additional information will appear, which you should ignore. The message "PAUSE...PLEASE ISSUE CARRIAGE RETURN WHEN READY" will then appear. When this message appears, press Enter to prompt the actual report screen, as shown on the next page.

If "MORE" appears at the bottom of the page, there are additional pages to the report. You can use the function keys to scroll up and down through the pages. "END OF REPORT" will appear when you have reached the last page of the report.

If "MORE" and an arrow appears, the report is too wide to fit on the screen and you can use the functions keys to scroll right and left to view the entire report.

REPORT 1A - COMPLIANCE REVIEWS/SECURITY INSPECTIONS REPORT

This report provides a list, by state and district, of the Compliance Reviews and Security Inspections due for a borrower/facility within a specified period of time. A borrower will appear on the list only if one of the due dates are within the time frame selected. This report is very beneficial for Field Offices when scheduling work for the monthly calendars.

Information provided on the report includes:

      A.   Name of Borrower
      B.   Facility ID
      C.   Compliance Review Due Date
      D.   Security Inspection Due Date

Required Parameters:

      Enter the **Beginning and Ending Dates** for which the report is to cover.

      If no date parameters are indicated, the system will list borrowers with due dates between "00/00/00" and the current date. It will not select any future dates. Date parameters are required when generating a list of due dates for the next several months so monthly calendars can be developed at work organization meetings.

Suggested Uses:

      A.   Schedule Monthly Calendar - Work Organization Meetings.
      B.   Monitor follow up dates.
      C.   State Civil Rights Coordinator to obtain a list of Compliance Reviews to be completed for C&BP direct loans.

NOTE: This report can be copied by screen if the user logs into PCI to connect
to Kansas City. The UNIX file can then be printed.

Figure 6 - 1

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPR            RD FOCUS AD HOC REPORTING SYSTEM              02/20/98 +
+ ASL70X         COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   COMPLIANCE REVIEW/SECURITY INSPECTION  (CP01A)        +
+                                                                           +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===>  1.       2.       3.    +
+                                                   4.       5.             +
+ ENTER TYPE OF ASSISTANCE CODES             ===>  1.       2.       3.     +
+ ENTER STATE CODE (EX ALABAMA = AL)         ===>                           +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)  ===>  1.       2.       3.     +
+ ENTER DIST CODE (3 DIGITS 701-749)         ===>  1.       2.       3.     +
+                                                                           +
+ ENTER BEGINNING DATE (MMDDYY)              ===>                           +
+ ENTER ENDING DATE    (MMDDYY)              ===>                           +
+                                                                           +
+                                                                           +
+  MESSAGE:  ENTRY OF DATE PARAMETERS IS OPTIONAL FOR THIS REPORT.          +
+        F1=HELP   F3=EXIT   F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN      +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CPO1A

REPORT 1B - FINANCING STATEMENTS DUE REPORT

This report provides a list, by state and district, of the due dates of Financing Statements for a borrower/facility within a specified period of time. A borrower will appear on the list only if the due date is within the time frame selected. This report is very beneficial for Field Offices when scheduling work for the monthly calendars.

Information provided on the report includes:

  A.   Name of Borrower
  B.   Facility ID
  C.   Date of Financing Statement
  D.   Due Date of Financing Statement

NOTE: The Due Date of Financing Statement should be a date at least 2 months prior to the expiration date of the financing statement to ensure that the financing statement is renewed prior to the expiration date. The Due Date will be used as a Monitoring Date. Due to complex system programming this report may have an excessive run time.

Required Parameters:

Enter the **Beginning and Ending Dates** for which the report is to cover.

If no date parameters are indicated, the system will list borrowers with due dates between "00/00/00" and the current date. It will not select any future dates. Date parameters are required when generating a list of due dates for the next several months so monthly calendars can be developed at work organization meetings.

Suggested Uses:

  A.   Schedule Monthly Calendar - Work Organization Meetings.
  B.   Basis for Sending Out Information to Extend the Expiration of Financing Statement Before Statement Actually Expires.

Figure 6 - 2

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPR             RD FOCUS AD HOC REPORTING SYSTEM              02/20/98 +
+ ASL70X         COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   FINANCING STATEMENTS DUE DATES REPORT  (CP01B)         +
+                                                                            +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===>  1.      2.      3.        +
+                                                   4.      5.                +
+ ENTER TYPE OF ASSISTANCE CODES              ===>  1.      2.      3.        +
+ ENTER STATE CODE (EX ALABAMA = AL)          ===>                           +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)   ===>  1.      2.      3.        +
+ ENTER DIST CODE (3 DIGITS 701-749)          ===>  1.      2.      3.        +
+                                                                            +
+ ENTER BEGINNING DATE (MMDDYY)               ===>                           +
+ ENTER ENDING DATE   (MMDDYY)                ===>                           +
+                                                                            +
+                                                                            +
+  MESSAGE:  ENTRY OF DATE PARAMETERS IS OPTIONAL FOR THIS REPORT.           +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN        +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP01B

REPORT 1C - QUARTERLY REPORTS/AUDITS DUE DATES REPORT

This report provides a list, by state and district, of quarterly reports, annual reports, and audits due for a borrower within a specified period of time. A borrower will appear on the list if at least one of the due dates is within the time frame selected, however, all dates for that borrower will be printed. This report is very beneficial for Field Offices when scheduling work for the monthly calendars.

Information provided on the report includes:

      A.   Name of Borrower
      B.   Quarterly Report Required
      C.   Quarterly Report Due Date
      D.   Audit 128/133 Next Due
      E.   Audit 128/133 Last Received
      F.   Annual Audit Next Due
      G.   Annual Audit Last Received
      H.   Annual Report Next Due
      I.   Annual Report Last Received

Required Parameters:

      Enter the **Beginning and Ending Dates** for which the report is to cover.

      If no date parameters are indicated, the system will list borrowers with due dates between "00/00/00" and the current date. It will not select any future dates. Date parameters are required when generating a list of due dates for the next several months so the monthly calendars can be developed at work organization meetings.

Suggested Uses:

      A.   Schedule Monthly Calendar - Work Organization Meetings.
      B.   Reminder Notices to Borrowers That Reports Will be Due, i.e., annual reports.
      C.   Follow up for Past Due Audits and Quarterly Reports.

NOTE: This report can be copied by screen if the user logs into PCI to connect to Kansas City. The UNIX file can then be printed.

Figure 6 - 3

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPR            RD FOCUS AD HOC REPORTING SYSTEM              02/20/98 +
+ ASL70X         COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   QUARTERLY REPORTS/AUDIT REPORTS DUE   (CP01C)         +
+                                                                           +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===>  1.      2.      3.       +
+                                                   4.      5.              +
+ ENTER TYPE OF ASSISTANCE CODES              ===>  1.      2.      3.       +
+ ENTER STATE CODE (EX ALABAMA = AL)          ===>                          +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)   ===>  1.      2.      3.       +
+ ENTER DIST CODE (3 DIGITS 701-749)          ===>  1.      2.      3.       +
+                                                                           +
+ ENTER BEGINNING DATE (MMDDYY)               ===>                          +
+ ENTER ENDING DATE    (MMDDYY)               ===>                          +
+                                                                           +
+                                                                           +
+  MESSAGE:  ENTRY OF DATE PARAMETERS IS OPTIONAL FOR THIS REPORT.          +
+        F1=HELP   F3=EXIT   F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN      +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP01C

REPORT 1D - WARRANTY INSPECTION/DISTRICT DIRECTOR DUE DATES REPORT

This report provides a list, by state and district, of Warranty Inspection and District Director due dates for a borrower/facility within a specified period of time. A borrower will appear on the list only if one of the due dates falls within the time frame selected. This report is very beneficial for Field Offices when scheduling work for the monthly calendars.

Information provided on the report includes:

      A.   Name of Borrower
      B.   Facility ID
      C.   District Director Report Due Date
      D.   Contract Number
      E.   Warranty Inspection Due Date

Required Parameters:

Enter the **Beginning and Ending Dates** for which the report is to cover.

If no date parameters are indicated, the system will list borrowers with due dates between "00/00/00" and the current date. It will not select any future dates. Date parameters are required when generating a list of due dates for the next several months so monthly calendars can be developed at work organization meetings.

Suggested Uses:

      A.   Schedule Monthly Calendar - Work Organization Meetings.
      B.   Follow up so that Warranty Inspections Are Completed Before the Warranty Expires.
      C.   Follow up so the District Director Reports are done before the 11th month of operation.

NOTE: This report can be copied by screen if the user logs into PCI to connect
to Kansas City. The UNIX file can then be printed.

Figure 6 - 4

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPR           RD FOCUS AD HOC REPORTING SYSTEM              02/20/98 +
+ ASL70X        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   WARRANTY INSP./DIST DIR. REPORTS-DUE DATES (CP01D)    +
+                                                                           +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===>  1.      2.      3.       +
+                                                   4.      5.              +
+ ENTER TYPE OF ASSISTANCE CODES               ===>  1.      2.      3.      +
+ ENTER STATE CODE (EX ALABAMA = AL)           ===>                         +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)    ===>  1.      2.      3.      +
+ ENTER DIST CODE (3 DIGITS 701-749)           ===>  1.      2.      3.      +
+                                                                           +
+ ENTER BEGINNING DATE (MMDDYY)                ===>                         +
+ ENTER ENDING DATE    (MMDDYY)                ===>                         +
+                                                                           +
+                                                                           +
+  MESSAGE:  ENTRY OF DATE PARAMETERS IS OPTIONAL FOR THIS REPORT.          +
+        F1=HELP   F3=EXIT  F4=STATE HELP   F7=PAGE UP   F8=PAGE DOWN       +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left bank - replace with hard copy of report CP01D

REPORT 1E - OTHER DUE DATE REPORT

This report provides a list, by state and district, of other due dates for a borrower within a specified period of time. A borrower will appear on the list only if one of the due dates falls within the time frame selected. This report is very beneficial for Field Offices when scheduling work for the monthly calendars.

Information provided on the report includes:

> A.   Name of Borrower
> B.   Use Number
> C.   Use Description (4 occurrences)
> D.   Use Due Date (4 occurrences)

Required Parameters:

> Page 1 of 2
> Enter the **Beginning and Ending Dates** for which the report is to cover.
>
> If no date parameters are indicated, the system will list borrowers with due dates between "00/00/00" and the current date. It will not select any future dates. Date parameters are required when generating a list of due dates for the next several months so monthly calendars can be developed at work organization meetings.
>
> Page 2 of 2
> If all Source of Funds are wanted on report, enter **Y** at first ">." If not, enter **N** at ">" and enter the **Source of Funds codes** desired (up to 4 codes can be entered).
>
> If all Fund Codes are wanted on the report, enter **Y** at the second ">." If not, enter **N** at ">" and enter the **Fund Codes** desired (up to 4 codes can be entered).

Suggested Uses:

A. Schedule Monthly Calendars - Work Organization Meetings.
B. Due Date Other 1, Other 2, Other 3, and Other 4 Uses:
    1.) Budgets.
    2.) Construction Inspections.
    3.) Other Insurance.
    4.) Correspondence, i.e., follow up on items requested in letters.
    5.) Other follow up, i.e., reminder to schedule meeting/visit with borrower; items not having special elements in RCFTS and for those items normally written on back of the Management System Card.

Figure 6 - 5

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPY            RD FOCUS AD HOC REPORTING SYSTEM             02/20/98 +
+ ASL70X         COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 2 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   CP OTHER DUE DATE REPORT  (CP01E)                     +
+                                                                           +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===>  1.     2.     3.        +
+                                                   4.     5.               +
+ ENTER TYPE OF ASSISTANCE CODES               ===> 1.     2.     3.        +
+ ENTER STATE CODE (EX ALABAMA = AL)           ===>                         +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)   ===>  1.     2.     3.        +
+ ENTER DIST CODE (3 DIGITS 701-749)          ===>  1.     2.     3.        +
+                                                                           +
+ ENTER BEGINNING DATE (MMDDYY)                ===>                         +
+ ENTER ENDING DATE    (MMDDYY)                ===>                         +
+                                                                           +
+                                                                           +
+  MESSAGE:  ENTRY OF DATE PARAMETERS IS OPTIONAL FOR THIS REPORT.          +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN       +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 6 - 6

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPY            RD FOCUS AD HOC REPORTING SYSTEM             03/04/97 +
+ ASL721          COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 2 OF 2 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   CP OTHER DUE DATE REPORT  (CP01E)                      +
+                                                                            +
+ ALL SOURCE OF FUNDS?(Y/N)                   ===>                           +
+     IF 'N' MAKE SELECTION(S) BELOW.  IF LESS THAN 4 SOURCE OF FUNDS        +
+     ARE SELECTED, DO NOT DELETE THE REMAINING PREFILLED *'S.  IF 'Y'       +
+     ALL SOURCE OF FUNDS CODES WILL BE DISPLAYED.                           +
+                                                                            +
+ ENTER SOURCE OF FUNDS        (1 DIGIT)     ===>  1. *  2. *  3. *  4. *    +
+                                                                            +
+ ALL FUND CODES?(Y/N)                        ===>                           +
+   IF 'N' MAKE SELECTION(S) BELOW.  IF 'Y' ALL FUND CODES WILL BE DISPLAYED.+
+ ENTER FUND CODE(S)           (2 DIGITS)    ===>  1.     2.     3.     4.   +
+                                                                            +
+  MESSAGE:                                                                  +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN       +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP01E

Report 2 - Report not available at this time

REPORT 3 - UNLIQUIDATED OBLIGATION REPORT

This report generates a list, by state and district, of loans/grants/guarantees which have been obligated and still have a balance of undisbursed loan and/or grant funds in the Finance Office as of the latest PLAS update which usually will be the previous day's date. The undisbursed amount will be updated daily by PLAS.

Information provided on the report will include:

  A. Name of Borrower
  B. Fund Code
  C. Loan/Grant Number
  D. Loan/Grant Status
  E. Date of Loan/Grant Obligation
  F. Amount of Loan/Grant Obligated
  G. Unliquidated Amount of Loan/Grant
  H. Date of Last Loan/Grant Advance

Required Parameters:

  Page 1 of 2
  Status Codes 302, 323, 324, 360, 361, 401, 402, and 405, are built into the report. You can select up to three of these Status Codes out of the seven allowed.

  Do not enter values for date parameters for this report. Date parameters are NOT required for the report.

  Page 2 of 2
  If all Source of Funds are wanted on report, enter **Y** at first ">." If not, enter **N** at ">" and enter the **Source of Funds codes** desired (up to 4 codes can be entered).

  If all Fund Codes are wanted on the report, enter **Y** at the second ">." If not, enter **N** at ">" and enter the **Fund Codes** desired (up to 4 codes can be entered).

Suggested Uses:

    A.   State Office's verification of unliquidated obligations for reply to Finance Office Semi-Annual Report Code 743.

    B.   Monitor Unliquidated Obligations.

        1.)   Compare 401 and 402 statuses to unliquidated obligation balance and last advance date to monitor closing out loan/grant funds in timely manner.

        2.)   Run report on fiscal year to determine unliquidated loans/grants that should be cancelled.

Figure 6 - 7

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP2            RD FOCUS AD HOC REPORTING SYSTEM              02/20/98 +
+ ASL70X        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 2 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   UNLIQUIDATED OBLIGATIONS (CP03)                       +
+                                                                          +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===>  1.      2.      3.       +
+                                                   4.      5.              +
+ ENTER TYPE OF ASSISTANCE CODES             ===>  1.      2.      3.       +
+ ENTER STATE CODE (EX ALABAMA = AL)         ===>                          +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)  ===>  1.      2.      3.       +
+ ENTER DIST CODE (3 DIGITS 701-749)         ===>  1.      2.      3.       +
+ ENTER BEGINNING DATE (MMDDYY)              ===>                          +
+ ENTER ENDING DATE    (MMDDYY)              ===>                          +
+ ENTER STATUS CODE                          ===>  1.      2.      3.       +
+                                                                          +
+                                                                          +
+  MESSAGE:  DO NOT ENTER VALUES FOR DATE PARAMETERS FOR THIS REPORT        +
+        F1=HELP  F3=EXIT  F4=STATE HELP    F7=PAGE UP  F8=PAGE DOWN        +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 6 - 8

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP2            RD FOCUS AD HOC REPORTING SYSTEM              03/04/97 +
+ ASL721        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 2 OF 2 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   UNLIQUIDATED OBLIGATIONS (CP03)                       +
+                                                                          +
+ ALL SOURCE OF FUNDS?(Y/N)                 ===>                           +
+     IF 'N' MAKE SELECTION(S) BELOW.  IF LESS THAN 4 SOURCE OF FUNDS       +
+     ARE SELECTED, DO NOT DELETE THE REMAINING PREFILLED *'S.  IF 'Y'      +
+     ALL SOURCE OF FUNDS CODES WILL BE DISPLAYED.                          +
+                                                                          +
+ ENTER SOURCE OF FUNDS        (1 DIGIT)    ===>  1. *  2. *  3. *  4. *    +
+                                                                          +
+ ALL FUND CODES?(Y/N)                      ===>                           +
+   IF 'N' MAKE SELECTION(S) BELOW.  IF 'Y' ALL FUND CODES WILL BE DISPLAYED.+
+ ENTER FUND CODE(S)           (2 DIGITS)   ===>  1.     2.     3.     4.    +
+                                                                          +
+  MESSAGE:                                                                +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN       +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP03

REPORT 4 - DELINQUENCY REPORT

> **NOTE**: This report has been revised to reflect the monthly, quarterly, and semi-annual payments and the borrower's true schedule status, according to the debt instrument (Promissory Note or Bond). Supplementary Payment Agreements are not reflected.

This report will list loans which are behind schedule according to Finance Office records. The account status information is updated daily from the PLAS file. Loans will show on this report only if behind schedule.

Information provided on the report will include:

    A. Name of Borrower
    B. Fund Code
    C. Loan Number
    D. Amount Behind Schedule
    E. Date Last Payment
    F. Date Next Payment
    G. Payment Collection Code

Required Parameters:

    None

    Do not enter values for date parameters for this report. Date parameters are NOT required for the report.

Suggested Uses:

    A. Monitor delinquency on a more frequent basis than provided by the R5001 report.
    B. Monitor payments.
    C. Indicates whether letter, phone call or visit needed.

NOTE: This report can be copied by screen if user logs into PCI to connect to Kansas City. The UNIX file can then be printed.

Figure 6 - 9

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPR           RD FOCUS AD HOC REPORTING SYSTEM              02/20/98 +
+ ASL70X         COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   DELINQUENCY REPORT (CP04)                            +
+                                                                          +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===> 1.      2.      3.       +
+                                                  4.      5.              +
+ ENTER TYPE OF ASSISTANCE CODES               ===> 1.      2.      3.      +
+ ENTER STATE CODE (EX ALABAMA = AL)           ===>                        +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)    ===> 1.      2.      3.      +
+ ENTER DIST CODE (3 DIGITS 701-749)           ===> 1.      2.      3.      +
+                                                                          +
+ ENTER BEGINNING DATE (MMDDYY)                ===>                        +
+ ENTER ENDING DATE    (MMDDYY)                ===>                        +
+                                                                          +
+                                                                          +
+  MESSAGE:  DO NOT ENTER VALUES FOR DATE PARAMETERS FOR THIS REPORT       +
+        F1=HELP   F3=EXIT  F4=STATE HELP   F7=PAGE UP   F8=PAGE DOWN       +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP04

REPORT 5 - OBLIGATION - MISSING DATA ELEMENT CHECK

This report will generate a list, by state and district, of active loans/grants/guarantees obligated within a specified time period, based on the date entered in the Key Status Obligation Date field. Included on this report will be important fields which should be completed by the time of obligation. Field Offices should use this report to aid in catching missing or inaccurate data elements.

> **NOTE**: Some fields were not required on older loans/grants closed before 9/30/86.

Information provided on the report includes:

A.   Name of Borrower
B.   Loan Number
C.   Loan Amount Obligated
D.   Date Obligation Loan
E.   Letter of Acceptance/Letter Conditions/Conditional Commitment Loan Amount
F.   Letter of Acceptance/Letter Conditions/Conditional Commitment Date Loan
G.   Fund Code
H.   Grant Number
I.   Grant Amount Obligated
J.   Date Obligated Grant
K.   Letter Conditions Grant Amount
L.   Letter Conditions Date Grant
M.   Median Household Income
N.   Priority Weight
O.   Population
P.   Security Codes
Q.   Security Basis Code
R.   Reserve Required
S.   Interest Rate
T.   State Intergovernmental ID
U.   Environmental Impact Code
V.   Date Environmental Impact Assessment
W.   RDA/FmHA Units
X.   RDA/FmHA Units Code
Y.   Maturity

      Z.   Water Users Residential Size

     AA. Sewer Users Residential Size

     AB. Other Users Residential Size

     AC. Water Users Other Than Residential Size

     AD. Sewer Users Other Than Residential Size

     AE. Other Users Other Than Residential Size

     AF. Water EDU Residential Size

     AG. Sewer EDU Residential Size

     AH. Utility EDU Residential Size

     AI.   Water EDU Other Than Residential Size

     AJ. Sewer EDU Other Than Residential Size

     AK. Utility EDU Other Than Residential Size

Required Parameters:

Page 1 of 2

Enter **Beginning and Ending Dates** of period of time which the report is to cover.

If no date parameters are indicated, the system will list borrowers with obligation dates between "00/00/00" and the current date. It will not select any future dates.

Page 2 of 2

If all Source of Funds are wanted on the report, enter **Y** at the first ">." If not, enter **N** at ">" and enter the **Source of Funds codes** desired (up to 4 codes can be entered).

If all Fund Codes are wanted on the report, enter **Y** at the second ">." If not, enter **N** at ">" and enter the **Fund Codes** desired (up to 4 codes can be entered).

Suggested Uses:

     A.   Monitor Field Office Inputs - State Office should run reports prior to Field Office visit.

     B.   Self-check for Field staff of items available by closing.

     C.   Evaluation Reviews.

     D.   Consistently inaccurate reports may indicate Field Office needs additional training.

NOTE: This report is too wide for screen printing. Download through NIS.

Figure 6 - 10

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPY              RD FOCUS AD HOC REPORTING SYSTEM              02/20/98 +
+ ASL70X        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 2 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   OBLIGATION - MISSING ELEMENT CHECK (CP05)              +
+                                                                            +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===>  1.      2.      3.        +
+                                                   4.      5.                +
+ ENTER TYPE OF ASSISTANCE CODES            ===>  1.      2.      3.          +
+ ENTER STATE CODE (EX ALABAMA = AL)        ===>                             +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799) ===>  1.      2.      3.          +
+ ENTER DIST CODE (3 DIGITS 701-749)        ===>  1.      2.      3.          +
+                                                                            +
+ ENTER BEGINNING DATE (MMDDYY)             ===>                             +
+ ENTER ENDING DATE    (MMDDYY)             ===>                             +
+                                                                            +
+                                                                            +
+  MESSAGE:  ENTRY OF DATE PARAMETERS REQUIRED FOR THIS REPORT.              +
+        F1=HELP  F3=EXIT  F4=STATE HELP    F7=PAGE UP    F8=PAGE DOWN        +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 6 - 11

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPY              RD FOCUS AD HOC REPORTING SYSTEM              03/04/97 +
+ ASL721        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 2 OF 2 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   OBLIGATION - MISSING ELEMENT CHECK (CP05)              +
+                                                                            +
+ ALL SOURCE OF FUNDS?(Y/N)                      ===>                        +
+     IF 'N' MAKE SELECTION(S) BELOW.  IF LESS THAN 4 SOURCE OF FUNDS        +
+     ARE SELECTED, DO NOT DELETE THE REMAINING PREFILLED *'S.  IF 'Y'       +
+     ALL SOURCE OF FUNDS CODES WILL BE DISPLAYED.                           +
+                                                                            +
+ ENTER SOURCE OF FUNDS       (1 DIGIT)    ===>  1. *  2. *  3. *  4. *       +
+                                                                            +
+ ALL FUND CODES?(Y/N)                           ===>                        +
+   IF 'N' MAKE SELECTION(S) BELOW.  IF 'Y' ALL FUND CODES WILL BE DISPLAYED.+
+ ENTER FUND CODE(S)          (2 DIGITS)   ===>  1.    2.    3.    4.         +
+                                                                            +
+  MESSAGE:                                                                  +
+        F1=HELP  F3=EXIT  F4=STATE HELP    F7=PAGE UP    F8=PAGE DOWN        +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP05

REPORT 6 - CLOSED - MISSING DATA ELEMENT CHECK

This report will generate a list, by state and district, of active loans/grants/guarantee closed within a specified time period, based on the data entered in the Key Status Closed Date field. Included on this report will be important fields which should be completed by the time of closing. Field Offices should use this report to aid in catching missing or inaccurate data elements.

Information included on this report includes:

    A.   Name of Borrower
    B.   Amount of Debt Reserve Required
    C.   Amount of Other Reserve Required
    D.   Fund Code
    E.   Loan Number Closed
    F.   Closed Interest Rate
    G.   Loan Amount
    H.   Grant Number Closed
    I.   Grant Amount
    J.   OGC Opinion
    K.   Borrower FY Ends
    L.   Type Audit #1
    M.   Type Audit #2
    N.   Type Audit #3
    O.   Quarterly Report Required
    P.   Date of Financing Statement

Required Parameters:

Enter the **Beginning and Ending Dates** for the period of time which the report is to cover.

If no date parameters are indicated, the system will list borrowers with loans closed between "00/00/00" and the current date. It will not select any future dates.

Suggested Uses:

        A.   Monitor Field Office Inputs - State Office should run reports prior to Field Office visit.

        B.   Self-check for Field staff of items available by closing.

        C.   Evaluation Reviews.

        D.   Consistently inaccurate reports may indicate Field Office needs additional training.

Figure 6 - 12

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPR            RD FOCUS AD HOC REPORTING SYSTEM                02/20/98 +
+ ASL70X         COMMUNITY PROGRAM PARAMETER SELECTION SCREEN      PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+   REPORT SELECTED:   CLOSED - MISSING DATA ELEMENT CHECK (CP06)             +
+                                                                             +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===>  1.      2.      3.         +
+                                                   4.      5.                +
+ ENTER TYPE OF ASSISTANCE CODES              ===>  1.      2.      3.         +
+ ENTER STATE CODE (EX ALABAMA = AL)          ===>                            +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)   ===>  1.      2.      3.         +
+ ENTER DIST CODE (3 DIGITS 701-749)          ===>  1.      2.      3.         +
+                                                                             +
+ ENTER BEGINNING DATE (MMDDYY)               ===>                            +
+ ENTER ENDING DATE    (MMDDYY)               ===>                            +
+                                                                             +
+                                                                             +
+   MESSAGE:  ENTRY OF DATE PARAMETERS REQUIRED FOR THIS REPORT.              +
+        F1=HELP   F3=EXIT   F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN        +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP06

REPORT 7 - COLLECTION REPORT - PAYMENTS DUE

> **NOTE**: This report has been revised to reflect the monthly, quarterly, and semi-annual payment and the borrowers' true schedule for the next payment due, according to the debt instruments (Promissory Note or Bond). Supplementary Payment Agreement are not reflected.

This report will provide a list, by state and district, of direct loan payments due within the designated time frame. The information according to Finance Office records will be updated daily from the PLAS file. (This report is not applicable for Guaranteed loans.)

Information provided on the report includes:

        A.   Name of Borrower
        B.   Fund Code
        C.   Loan Number
        D.   Amount of Next Payment
        E.   Date of Next Payment
        F.   Loan Payment Status Amount
        G.   Loan Payment Status
        H.   Payment Collection Code

Required Parameters:

        Enter the **Beginning and Ending Date** of the period of time which the report is to cover.

        If no date parameters are indicated, the system will list borrowers with next payment due dates between "00/00/00" and the current date. It will not select any future dates. Date parameters are required when generating a list of due dates for the next several months so monthly calendars can be developed at work organization meetings and/or payment notice to the borrower can be prepared.

Suggested Uses:

      A.   Follow up on Collections

      B.   Payment Notices to Borrower of amounts and date payments due.

Figure 6 - 13

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPR          RD FOCUS AD HOC REPORTING SYSTEM                02/20/98 +
+ ASL70X        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   PAYMENTS DUE - COLLECTION REPORT (CP07)               +
+                                                                           +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===> 1.      2.      3.       +
+                                                  4.      5.                +
+ ENTER TYPE OF ASSISTANCE CODES              ===> 1.      2.      3.       +
+ ENTER STATE CODE (EX ALABAMA = AL)          ===>                          +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)   ===> 1.      2.      3.       +
+ ENTER DIST CODE (3 DIGITS 701-749)          ===> 1.      2.      3.       +
+                                                                           +
+ ENTER BEGINNING DATE (MMDDYY)               ===>                          +
+ ENTER ENDING DATE    (MMDDYY)               ===>                          +
+                                                                           +
+                                                                           +
+  MESSAGE:  ENTRY OF DATE PARAMETERS REQUIRED FOR THIS REPORT.             +
+       F1=HELP   F3=EXIT  F4=STATE HELP   F7=PAGE UP   F8=PAGE DOWN        +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP07

REPORT 8 - VERIFICATION REPORT

This report will generate a list of borrowers, by state and district, and the date of verification or review of various required items. A borrower will appear on the list only if one of the due dates are within the time frame selected. Field Offices should run this report to help monitor the accuracy of their data.

Information provided on the report includes:

      A.   Name of Borrower
      B.   Facility ID
      C.   Date Annual Report Reviewed
      D.   Date of Verification That Taxes Current
      E.   Adequacy of Insurance and Bonds
      F.   Date the Insurance and Bonds Checked
      G.   Amount of Debt Reserve on Hand
      H.   Amount of Other Reserve on Hand
      I.   Date Reserve Amount Checked
      J.   Escrow Reserve Required

Required Parameters:

Enter the **Beginning and Ending Dates** of the period of time which the report is to cover. If any date is within the date range, the borrower and all information will be listed.

If no date parameters are indicated, the system will list borrowers with verification dates between "00/00/00" and the current date. It will not select any future dates.

> **NOTE**: If any date data is missing, "00/00/00" will be printed.

Suggested Uses:

      A.   Monitor verification by State Office

      B.   Calendar function for District Office

      C.   Check for District Office that all verifications completed

      D.   Monitor accuracy of input of information

Figure 6 - 14

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPR           RD FOCUS AD HOC REPORTING SYSTEM                02/20/98 +
+ ASL70X        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   VERIFICATION REPORT (CP08)                             +
+                                                                            +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===>  1.      2.      3.       +
+                                                   4.      5.               +
+ ENTER TYPE OF ASSISTANCE CODES             ===>  1.      2.      3.        +
+ ENTER STATE CODE (EX ALABAMA = AL)         ===>                            +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)  ===>  1.      2.      3.        +
+ ENTER DIST CODE (3 DIGITS 701-749)         ===>  1.      2.      3.        +
+                                                                            +
+ ENTER BEGINNING DATE (MMDDYY)              ===>                            +
+ ENTER ENDING DATE    (MMDDYY)              ===>                            +
+                                                                            +
+                                                                            +
+  MESSAGE:  ENTRY OF DATE PARAMETERS REQUIRED FOR THIS REPORT.              +
+       F1=HELP   F3=EXIT   F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN       +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP08

REPORT 9 - GRADUATION REVIEW/MONITORING REPORT

This report provides a list of direct loan borrowers, by state and district, who are due for graduation reviews, based on the loan closing date of the initial loan. It also shows the status of the review through disposition. (Guaranteed loans are not subject to graduation reviews.)

For Community Programs, the RCFTS report will be generated on October 1 of each year indicating borrowers that have been indebted for at least 5 years. The graduation review report generates a list of borrowers on the basis of the year in which the initial loan or transfer was closed. The report first selects all borrowers' initial loans that meet this criteria and includes all other loans for that borrower. (The report will include all active and inactive loans.) The result is that borrowers whose initial loan closed during an 'even' calendar year will include names of all borrowers whose loans were closed in an 'even' calendar year. The same procedure will apply to the borrowers whose loans were closed in 'odd' numbered years.

The report should be generated at the beginning of the graduation review cycle and may be run throughout the cycle to track progress and disposition.

Information provided on the report includes:

  A. Name of Borrower
  B. Fund Code
  C. Loan Number
  D. Maturity
  E. Interest Rate Closed
  F. Date Closed
  G. Status Code
  H. Type of Assistance Code
  I. Amount Loan Closed
  J. Date of Initial Graduation Screening
  K. Thorough Review Date
  L. Date of Graduation Request
  M. Disposition Code
  N. Date Graduated
  O. Amount Graduated
  P. Borrower Count
      1. Subtotaled on Program Area
      2. Subtotaled on District
      3. Subtotaled on State

     Q.   Loan Count
        1.   Subtotaled on Program Area
        2.   Subtotaled on District Area
        3.   Subtotaled on State Area
     R.   Subtotal of Amount Graduated
        1.   By Program Area
        2.   By District
        3.   By State

Required Parameters:

Enter a 'Y' or 'N' in any of the program areas to narrow the scope of the report. At least 1 'Y' is required and blanks are not accepted.

Enter the **calendar year** (i.e., 1991) which the report is to cover.

If a date in any column is missing, "00/00/00" will be printed.

Suggested Uses:

     A.   Listing for Field Offices to indicate which borrowers need to be reviewed for graduation.
     B.   Monitoring by Field Offices.
     C.   At a minimum, the report should be generated at each stage of the graduation review process to review the completeness of the stages.
     D.   The State Office can use the list as an indication of whether graduation goals are met.

Figure 6 - 15

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP3           RECD FOCUS AD HOC REPORTING SYSTEM            02/20/98 +
+ ASL70X        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   GRADUATION REVIEW/MONITORING (CP09)                   +
+                                                                          +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===>  1.      2.      3.      +
+                                                   4.      5.              +
+ ENTER TYPE OF ASSISTANCE CODES            ===>  1.      2.      3.        +
+ ENTER STATE CODE (EX ALABAMA = AL)        ===>                            +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)  ===>  1.      2.      3.       +
+ ENTER DIST CODE (3 DIGITS 701-749)         ===>  1.      2.      3.       +
+                                                                          +
+ ENTER YEAR OF REVIEW (4 DIGITS, EX 1989)   ===>                           +
+                                                                          +
+                                                                          +
+                                                                          +
+  MESSAGE:  YOU MUST ENTER THE REVIEW YEAR FOR THIS REPORT.                +
+        F1=HELP    F3=EXIT   F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN     +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP09

REPORT 10 - STATUS SUMMARY REPORT

This report generates a list, by state and district, of borrowers based on the current Status Codes requested. This report can be run for program area by entering WW for Water and Waste Disposal, WWA for WW Administered programs, CF for Community Facility, CFA for CF Administered programs, and BP for Business Programs Administered programs, i.e., Recreation, Watershed, RCD, Irrigation and Drainage, Rural Business Enterprise Grants, or Unincorporated EO Cooperative Loans.

Selection of loans/grants/guarantees on this report will be based on current Status Codes and dates requested on the first parameter screen. If at least one date in a record meets the date criteria, the record will be included in the report. The grant information is on the line of loan information.

Information provided on the report includes:

    A.   Name of Borrower
    B.   Facility Type
    C.   Remarks
    D.   Fund Code
    E.   Source of Funds
    F.   Loan/Grant Number
    G.   Loan/Grant Status
    H.   Loan/Grant Status Date
    I.   Loan/Grant Status Amount

Required Parameters:

None

Page 1 of 2
Enter **specific Program Area** or leave blank to receive all program areas.

Enter **Status Codes** to set the range of records which will appear on the report (Example: 101 through 120 or 302 through 302). Otherwise, leave blank and the report will include all Status Codes.

Enter **Congressional District number** only if the report is to cover one congressional district. Otherwise, leave blank and the report will include all congressional districts.

Date range not required; however, you should note that the system will give "00/00/00" for the beginning date and today's date for the ending date if no date range is specified.

Page 2 of 2
If all Source of Funds are wanted on the report, enter **Y** at the first ">." If not, enter **N** at ">" and enter the **Source of Funds codes** desired (up to 4 codes can be entered).

If all Fund Codes are wanted on the report, enter **Y** at the second ">." If not, enter **N** at ">" and enter the **Fund Codes** desired (up to 4 codes can be entered).

Suggested Uses:

     A.   Congressional Reports and outside reports.

     B.   State Office Reports.

     C.   Monitor goals, i.e., graduation and delinquency.

     D.   List of borrowers/applicants in particular status, i.e., all preapplications, obligations - not closed, or all interim financing.

     E.   Field Office use for RMS.

     F.   State Office monitoring progress of applications through construction, etc.

     G.   Desk Reference such as:

          1.   List of Preapplications.

          2.   List of Applications in Process.

          3.   List of Borrower in Operation.

          4.   List of Discount Purchased Loans.

          5.   List of Paid-in-Full Loans.

Figure 6 - 16

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP6            RD FOCUS AD HOC REPORTING SYSTEM              02/20/98 +
+ ASL70X       COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 2 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   STATUS SUMMARY (CP10)                                 +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===>  1.     2.      3.       +
+                                                   4.     5.               +
+ ENTER TYPE OF ASSISTANCE CODES             ===>  1.     2.      3.       +
+ ENTER STATE CODE (EX ALABAMA = AL)         ===>                          +
+ ENTER SPEC SERV/MAIL CDE (3 DGT 750-799)   ===>  1.     2.      3.       +
+ ENTER DIST CODE (3 DIGITS 701-749)         ===>  1.     2.      3.       +
+ ENTER CONGRESS. DISTRICT CODE (2 DIGITS)   ===>                          +
+ ENTER DATES (MMDDYY):  BEGINNING DATE          ENDING DATE               +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)   ===>  1. FROM     TO          +
+              ===>  2. FROM     TO      ===>  3. FROM     TO          +
+              ===>  4. FROM     TO      ===>  5. FROM     TO          +
+                                                                           +
+  MESSAGE:  ENTRY OF DATE PARAMETERS ARE OPTIONAL FOR THE REPORT.          +
+       F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN       +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 6 - 17

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP6            RD FOCUS AD HOC REPORTING SYSTEM              03/04/97 +
+ ASL721       COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 2 OF 2 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   STATUS SUMMARY (CP10)                                 +
+                                                                           +
+ ALL SOURCE OF FUNDS?(Y/N)                  ===>                          +
+     IF 'N' MAKE SELECTION(S) BELOW.  IF LESS THAN 4 SOURCE OF FUNDS       +
+     ARE SELECTED, DO NOT DELETE THE REMAINING PREFILLED *'S.  IF 'Y'      +
+     ALL SOURCE OF FUNDS CODES WILL BE DISPLAYED.                          +
+                                                                           +
+ ENTER SOURCE OF FUNDS        (1 DIGIT)    ===>  1. *  2. *  3. *  4. *   +
+                                                                           +
+ ALL FUND CODES?(Y/N)                       ===>                          +
+   IF 'N' MAKE SELECTION(S) BELOW.  IF 'Y' ALL FUND CODES WILL BE DISPLAYED.+
+ ENTER FUND CODE(S)           (2 DIGITS)   ===>  1.    2.    3.    4.     +
+                                                                           +
+  MESSAGE:                                                                 +
+       F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN       +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP10

REPORT 11 - PREAPPLICATION/APPLICATION REPORT

This report lists all Preapplications and Applications by program area by priority weight.

Information provided on the report includes:

A.   Name of Borrower
B.   District
C.   Facility ID
D.   Type of Assistance Code
E.   Source of Funds
F.   Loan Status Code
G.   Current Loan Status Date
H.   Amount of Loan
I.   Grant Status Code
J.   Current Grant Status Date
K.   Amount of Grant
L.   Median Income
M.   Priority Weight/Special Initiative Code
N.   Environmental Impact Code

Required Parameters:

None

Page 1 of 2
Status Codes (101, 108, 112, 120, 130, 131, 201, 215, 220,225,230, 231) are
built into the report. The report prints by program area (CF, CFA, WW, WWA,
and BP).

Enter type of assistance code if the report is to cover only some codes. If all
types of assistance is desired leave fields blank.

Enter any applicable special initiative codes. If all codes are desired, leave fields
blank.

Do not enter values for date parameters for this report. Date parameters are NOT required.

Page 2 of 2

If all Source of Funds are wanted on the report, enter **Y** at the first ">." If not, enter **N** at ">" and enter the **Source of Funds codes** desired (up to 4 codes can be entered).

If all Fund Codes are wanted on the report, enter **Y** at the second ">." If not, enter **N** at ">" and enter the **Fund Codes** desired (up to 4 codes can be entered).

Suggested Uses:

      A.   Allocation Planning by State Offices.

      B.   Identify active projects in Field Offices; prioritize projects for funding before pooling.

      C.   Determine projects that need additional funds from National Office reserve.

      D.   Monitor completeness of preapplications entered on system, i.e., median income, priority weight.

Figure 6 - 18

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPF              RD FOCUS AD HOC REPORTING SYSTEM              03/02/00 +
+ AFU028        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 2 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   PREAPPL. AND APPLIC. BY PRIORITY WGT (CP11)           +
+                                                                           +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===> 1.       2.      3.       +
+                                                  4.       5.              +
+ ENTER TYPE OF ASSISTANCE CODES             ===> 1.       2.      3.       +
+ ENTER SPECIAL INITIATIVE CODES             ===> 1.   2.   3.   4.   5.    +
+ ENTER STATE CODE (EX ALABAMA = AL)         ===>                           +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 701-799)  ===> 1.       2.      3.       +
+ ENTER DIST CODE (3 DIGITS 701-749)         ===> 1.       2.      3.       +
+                                                                           +
+                                                                           +
+                                                                           +
+                                                                           +
+  MESSAGE:                                                                 +
+        F1=HELP   F3=EXIT  F4=STATE HELP     F7=PAGE UP    F8=PAGE DOWN     +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 6 - 19

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPY              RD FOCUS AD HOC REPORTING SYSTEM              03/16/99 +
+ AFU037        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 2 OF 2 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   PREAPPL. AND APPLIC. BY PRIORITY WGT (CP11)           +
+                                                                           +
+ ALL SOURCE OF FUNDS?(Y/N)                      ===>                       +
+      IF 'N' MAKE SELECTION(S) BELOW.  IF LESS THAN 4 SOURCE OF FUNDS      +
+      ARE SELECTED, DO NOT DELETE THE REMAINING PREFILLED *'S.  IF 'Y'     +
+      ALL SOURCE OF FUNDS CODES WILL BE DISPLAYED.                         +
+                                                                           +
+ ENTER SOURCE OF FUNDS       (1 DIGIT)     ===>  1. * 2. * 3. * 4. *       +
+                                                                           +
+ ALL FUND CODES?(Y/N)                           ===>                       +
+   IF 'N' MAKE SELECTION(S) BELOW.  IF 'Y' ALL FUND CODES WILL BE DISPLAYED.+
+ ENTER FUND CODE(S)          (2 DIGITS)    ===> 1.      2.     3.     4.    +
+                                                                           +
+  MESSAGE:                                                                 +
+        F1=HELP    F3=EXIT  F4=STATE HELP     F7=PAGE UP    F8=PAGE DOWN    +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP11

REPORT 12 - KEY STATUS REPORT

This report will list all loans/grants/guarantees in the particular key status area selected by program area, by state and by district which fall within the date range entered.

> **NOTE**: Not all items listed below appear on all reports.

Based on the parameters selected, applicable information will be provided on the report:

    A.   Name of Borrower
    B.   Fund Code
    C.   Current Loan Status Code and Current Grant Status Code
    D.   Loan/Grant Preapplication Received - date and amount
    E.   Loan/Grant AD 622 Issued - date and amount
    F.   Loan/Grant Application Received - date and amount
    G.   Letter of Acceptance/Loan/Grant Letter of Conditions/Conditional Commitment - date and amount
    H.   Loan/Grant Obligated - date and amount
    I.   Interim Financing - date and amount
    J.   First Temp. Debt Instrument - date and amount
    K.   Loan/Grant Closed - date and amount
    L.   Loan/Grant Operational - date and amount
    M.   Operational, Final Inspection - date and amount
    N.   Loan Number
    O.   Grant Number

Required Parameters:

Enter the **Beginning and Ending Dates** for which the report is to cover.

If no date parameters are indicated, the system will list borrowers with due dates between "00/00/00" and the current date. It will not select any future dates.

Enter **up to one activity from list on second page of parameter screen**.

> **NOTE**: The report selects off the key information activity selected (key status section of CP12 screen).

Suggested Uses:

    A.   Third Party Replies, i.e., loans obligated or closed by FY, letter of conditions issued, etc.
    B.   Evaluation Reviews
    C.   Work accomplished

Figure 6 - 20

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP4              RD FOCUS AD HOC REPORTING SYSTEM            02/20/98 +
+ ASL70X        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   KEY STATUS REPORT (CP12)                              +
+                                                                           +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===>  1.      2.      3.       +
+                                                   4.      5.               +
+ ENTER TYPE OF ASSISTANCE CODES              ===>  1.      2.      3.       +
+ ENTER STATE CODE (EX ALABAMA = AL)          ===>                          +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)   ===>  1.      2.      3.       +
+ ENTER DIST CODE (3 DIGITS 701-749)          ===>  1.      2.      3.       +
+                                                                           +
+ ENTER BEGINNING DATE (MMDDYY)               ===>                          +
+ ENTER ENDING DATE    (MMDDYY)               ===>                          +
+                                                                           +
+                                                                           +
+  MESSAGE:   ENTRY OF DATE PARAMETERS IS REQUIRED FOR THIS REPORT.         +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN       +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 6 - 21

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP5              RD FOCUS AD HOC REPORTING SYSTEM            03/04/97 +
+ ASL721        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+                 SELECT ONE OF THE CORRESPONDING NUMBERS:                  +
+              1  -   PREAPPLICATION RECEIVED                               +
+              2  -   AD622 ISSUED                                          +
+              3  -   APPLICATION RECEIVED                                  +
+              4  -   LETTER OF CONDITIONS                                  +
+              5  -   OBLIGATION                                            +
+              6  -   INTERIM FINANCING                                     +
+              7  -   FIRST TEMP DEBT INST                                  +
+              8  -   LOANS & GRANTS CLOSED                                 +
+              9  -   LOAN & GRANT OPERATIONAL                              +
+             10  -   OPERATION FINAL INSPECTION                            +
+                                                                           +
+                       ENTER SELECTION  ==>                                +
+  MESSAGE:  YOU MUST ENTER A SELECTION FROM 1 TO 10.                       +
+        F1=HELP   F3=EXIT   F7=PAGE UP   F8=PAGE DOWN                       +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP12

REPORT 13 - LOAN AND GRANT CHARACTERISTICS

This report will list, by state and district, all obligations processed during the requested time frames, based on the key loan/grant obligation date. Field Offices should run this report at least quarterly to monitor the input of the obligation information.

Information provided on the report includes:

 A. Name of Borrower
 B. Fund Code
 C. Population
 D. Source of Funds
 E. Median Income
 F. Type of Interest Rate
 G. Interest Rate - Obligated
 H. Maturity
 I. Loan Amount Obligated
 J. Date Loan Obligated
 K. Total Loan Amount Deobligated
 L. Grant Amount Obligated
 M. Date Grant Obligated
 N. Total Grant Amount Deobligated

Required Parameters:

 <u>Page 1 of 2</u>
 Enter the **Beginning and Ending Date** range for obligations which are to be captured on the report.

 Enter **Congressional District only if the report is to cover one Congressional District**. Otherwise, leave blank and the report will include all.

Page 2 of 2

If all Source of Funds are wanted on the report, enter **Y** at the first ">." If not, enter **N** at ">" and enter the **Source of Funds codes** desired (up to 4 codes can be entered).

If all Fund Codes are wanted on the report, enter **Y** at the second ">." If not, enter **N** at ">" and enter the **Fund Codes** desired (up to 4 codes can be entered).

Suggested Uses:

      A.   Congressional Reports
      B.   State Office monitoring
      C.   Reconcile with allocation obligated - Finance Office 205-C Report

Figure 6 - 22

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPZ             RD FOCUS AD HOC REPORTING SYSTEM              02/20/98 +
+ ASL70X        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 2 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   LOAN AND GRANT CHARACTERISTICS (CP13)                  +
+                                                                            +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===>  1.      2.      3.       +
+                                                          4.      5.         +
+ ENTER TYPE OF ASSISTANCE CODES                ===>  1.      2.      3.      +
+ ENTER STATE CODE (EX ALABAMA = AL)            ===>                          +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)     ===>  1.      2.      3.      +
+ ENTER DIST CODE (3 DIGITS 701-749)            ===>  1.      2.      3.      +
+                                                                            +
+ ENTER BEGINNING DATE (MMDDYY)                 ===>                          +
+ ENTER ENDING DATE    (MMDDYY)                 ===>                          +
+                                                                            +
+                                                                            +
+  MESSAGE:  ENTRY OF DATE PARAMETERS IS REQUIRED FOR THIS REPORT.           +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN        +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 6 - 23

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPZ             RD FOCUS AD HOC REPORTING SYSTEM              03/06/97 +
+ ASL70N        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 2 OF 2 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   LOAN AND GRANT CHARACTERISTICS (CP13)                  +
+                                                                            +
+ ALL SOURCE OF FUNDS?(Y/N)                     ===>                          +
+     IF 'N' MAKE SELECTION(S) BELOW.  IF LESS THAN 4 SOURCE OF FUNDS        +
+     ARE SELECTED, DO NOT DELETE THE REMAINING PREFILLED *'S.  IF 'Y'       +
+     ALL SOURCE OF FUNDS CODES WILL BE DISPLAYED.                           +
+                                                                            +
+ ENTER SOURCE OF FUNDS         (1 DIGIT)     ===>  1. *  2. *  3. *  4. *   +
+                                                                            +
+ ALL FUND CODES?(Y/N)                          ===>                          +
+   IF 'N' MAKE SELECTION(S) BELOW.  IF 'Y' ALL FUND CODES WILL BE DISPLAYED.+
+ ENTER FUND CODE(S)            (2 DIGITS)    ===>  1.      2.      3.      4.  +
+                                                                            +
+  MESSAGE:                                                                  +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN        +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP13

REPORT 14 - BORROWER REPORT - This report not yet available

This report will provide various pertinent information about a borrower in a summary format. It might be helpful for reference in a case file or to carry if going to visit the borrower.

REPORT 15 - USER VERIFICATION REPORT

This report provides user information by district of the latest verification of users.

Information provided on the report includes:

    A.   Name of Borrower
    B.   Facility ID
    C.   Source of Funds
    D.   Date Verified
    E.   Residential Water Users
    F.   Non-residential Water Users
    G.   Residential Sewer Users
    H.   Non-residential Sewer Users
    I.   Other Residential Users
    J.   Other Non-residential Users

Required Parameters:

Page 1 of 2
Enter the **Beginning and Ending Dates** for which the report is to cover.

If no date parameters are indicated, the system will list borrower with verification dates between 00/00/00 and the current date. It will not select any future dates.

Page 2 of 2
If all Source of Funds are wanted on the report, enter **Y** at the first ">." If not, enter **N** at ">" and enter the **Source of Funds codes** desired (up to 4 codes can be entered).

If all Fund Codes are wanted on the report, enter **Y** at the second ">." If not, enter **N** at ">" and enter the **Fund Codes** desired (up to 4 codes can be entered).

Suggested Uses:

       A.   Monitor latest verification of users.

       B.   Request for information on number of users receiving funding.

Figure 6 - 24

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPY           RD FOCUS AD HOC REPORTING SYSTEM              02/20/98 +
+ ASL70X        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 2 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   USER VERIFICATION REPORT (CP15)                       +
+                                                                           +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===> 1.     2.     3.         +
+                                                  4.     5.                +
+ ENTER TYPE OF ASSISTANCE CODES              ===> 1.     2.     3.         +
+ ENTER STATE CODE (EX ALABAMA = AL)          ===>                         +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)   ===> 1.     2.     3.         +
+ ENTER DIST CODE (3 DIGITS 701-749)          ===> 1.     2.     3.         +
+                                                                           +
+ ENTER BEGINNING DATE (MMDDYY)               ===>                         +
+ ENTER ENDING DATE    (MMDDYY)               ===>                         +
+                                                                           +
+                                                                           +
+  MESSAGE:  ENTRY OF DATE PARAMETERS REQUIRED FOR THIS REPORT.            +
+        F1=HELP  F3=EXIT  F4=STATE HELP   F7=PAGE UP  F8=PAGE DOWN        +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 6 - 25

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPY           RD FOCUS AD HOC REPORTING SYSTEM              03/06/97 +
+ ASL70N        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 2 OF 2 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   USER VERIFICATION REPORT (CP15)                       +
+                                                                           +
+ ALL SOURCE OF FUNDS?(Y/N)                   ===>                         +
+    IF 'N' MAKE SELECTION(S) BELOW.  IF LESS THAN 4 SOURCE OF FUNDS       +
+     ARE SELECTED, DO NOT DELETE THE REMAINING PREFILLED *'S.  IF 'Y'     +
+     ALL SOURCE OF FUNDS CODES WILL BE DISPLAYED.                         +
+                                                                           +
+ ENTER SOURCE OF FUNDS        (1 DIGIT)    ===> 1. *  2. *  3. *  4. *    +
+                                                                           +
+ ALL FUND CODES?(Y/N)                        ===>                         +
+   IF 'N' MAKE SELECTION(S) BELOW.  IF 'Y' ALL FUND CODES WILL BE DISPLAYED.+
+ ENTER FUND CODE(S)           (2 DIGITS)   ===> 1.     2.     3.     4.    +
+                                                                           +
+  MESSAGE:                                                                 +
+        F1=HELP  F3=EXIT  F4=STATE HELP   F7=PAGE UP  F8=PAGE DOWN        +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP15

REPORT 16 - BORROWER/LENDER REPORT FOR GUARANTEED LOANS

This report provides borrower and lender information, by state and district, on active guaranteed loans. A borrower will appear on the list only if the loan closing date is within the time frame selected. This report includes important fields which should be completed at the time the Loan Note Guarantee is issued.

Information included on this report includes:

    A.   Name of Borrower
    B.   Name of Lender
    C.   Type of Facility
    D.   Fund Code
    E.   Current Status Code
    F.   Loan Classification Code
    G.   Loan Number
    H.   Current Interest Rate
    I.   Type of Interest Rate
    J.   Loan Amount
    K.   Date of Loan
    L.   Term of Loan
    M.   Percentage of Guarantee

Required Parameters:

    Enter the Beginning and Ending Dates for which the report is to cover.

    If no date parameters are indicated, the system will list active borrowers with loan closing dates between "00/00/00" and the current date.

Suggested Uses:

A. Check for Field Offices that all information has been entered for closed guaranteed loans.
B. Monitor verification by State Office.
C. Evaluation Reviews

Figure 6 - 26

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOGCP7              RD FOCUS AD HOC REPORTING SYSTEM              02/20/98 +
+ ASL70X          COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   CP BORROWER/LENDER/REPORT (CP16)                        +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===> 1.     2.     3.           +
+                                                  4.     5.                  +
+ ENTER TYPE OF ASSISTANCE CODES               ===> 1.     2.     3.          +
+ ENTER STATE CODE (EX ALABAMA = AL)       ===>                               +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)  ===> 1.     2.     3.            +
+ ENTER DIST CODE (3 DIGITS 701-749)         ===> 1.     2.     3.            +
+ ENTER FUND CODE (2 DIGITS)                ===>                              +
+ ENTER DATES (MMDDYY):  BEGINNING DATE          ENDING DATE                  +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)   ===> 1. FROM     TO              +
+            ===>  2. FROM     TO     ===> 3. FROM     TO                     +
+            ===>  4. FROM     TO     ===> 5. FROM     TO                     +
+                                                                             +
+  MESSAGE:  ENTRY OF ALL PARAMETERS IS ALLOWED FOR THIS REPORT.              +
+       F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN          +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP16

REPORT 17 - REPORT OF FINANCIAL STATEMENTS DUE FOR GUARANTEED LOANS

This report provides a list, by state and district, of quarterly reports and audit reports due for active guaranteed loans. A borrower will appear on the list if at least one of the due dates is within the time frame selected; however, all dates for that borrower will be printed.

Information included on this report includes:

        A.   Borrower Name
        B.   Facility ID
        C.   Current Status Code
        D.   Fiscal Year End
        E.   Next Quarterly Report Due
        F.   133 Audit Due/Recd
        G.   133 Audit Due/Recd
        H.   Other Audit Due/Recd
        I.   Annual Report Due/Recd

Required Parameters:

    Enter the Beginning and Ending Dates for which the report is to cover.

    If no date parameters are indicated, the system will list active guaranteed borrowers with due dates between "00/00/00" and the current date. It will not select any future dates. Date parameters are required when generating a list of due dates for the next several months so the monthly calendars can be developed at work organization meetings.

Suggested Uses:

A. Schedule Monthly Calendar - Work Organization Meetings.
B. Reminder Notices to Lenders That Reports are Due.
C. Follow Up for Past Due Audits and Quarterly Reports.

Figure 6 - 27

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOGCP7           RD FOCUS AD HOC REPORTING SYSTEM              02/20/98 +
+ ASL70X         COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   REPORT OF FINANCIAL STATEMENTS DUE (CP17)            +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===> 1.      2.      3.       +
+                                                  4.      5.              +
+ ENTER TYPE OF ASSISTANCE CODES           ===> 1.      2.      3.       +
+ ENTER STATE CODE (EX ALABAMA = AL)       ===>                            +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)  ===> 1.      2.      3.       +
+ ENTER DIST CODE (3 DIGITS 701-749)         ===> 1.      2.      3.       +
+ ENTER FUND CODE (2 DIGITS)                 ===>                          +
+ ENTER DATES (MMDDYY):  BEGINNING DATE         ENDING DATE               +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)   ===> 1. FROM      TO          +
+           ===>  2. FROM      TO      ===> 3. FROM      TO          +
+                 ===>  4. FROM      TO      ===> 5. FROM      TO          +
+                                                                          +
+  MESSAGE:  ENTRY OF ALL PARAMETERS IS ALLOWED FOR THIS REPORT.          +
+        F1=HELP   F3=EXIT  F4=STATE HELP   F7=PAGE UP   F8=PAGE DOWN      +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP17

REPORT 18 - PROBLEM/DELINQUENT SERVICING REPORT FOR GUARANTEED LOANS

This report provides a list, by state and district, of guaranteed loans which are behind schedule according to Finance Office records.

NOTE: Problem loans will be listed only when the desired current status codes are requested on the parameter screen.

Information included on this report includes:

      A.   Borrower's Name
      B.   District Code
      C.   Facility ID
      D.   Amount Behind Schedule
      E.   Loan Number
      F.   Loan Classification Code
      G.   Current Status Code
      H.   Current Status Date
      I.   Loan Amount

Required Parameters:

      None - Do not enter values for data parameters for this report.

      Do not enter values for status code ranges if running report for delinquent borrowers.

      If report is being run for problem borrowers, enter the desired current status codes.

Suggested Uses:

A.   Monitor delinquency.
B.   Monitor accuracy of current status codes and classification codes.
C.   Indicates whether letter, phone call or visit to lender is needed.

Figure 6 - 28

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOGCP7           RD FOCUS AD HOC REPORTING SYSTEM            02/20/98 +
+ ASL70X        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   CP GUAR PROBLEM/DELINQUENT SERVICING REPORT(CP18)     +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===> 1.     2.     3.      +
+                                                  4.     5.             +
+ ENTER TYPE OF ASSISTANCE CODES              ===> 1.     2.     3.      +
+ ENTER STATE CODE (EX ALABAMA = AL)          ===>                      +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)   ===> 1.     2.     3.      +
+ ENTER DIST CODE (3 DIGITS 701-749)          ===> 1.     2.     3.      +
+ ENTER FUND CODE (2 DIGITS)                  ===>                      +
+ ENTER DATES (MMDDYY):  BEGINNING DATE          ENDING DATE            +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)    ===> 1. FROM      TO      +
+              ===>  2. FROM      TO       ===> 3. FROM      TO      +
+              ===>  4. FROM      TO       ===> 5. FROM      TO      +
+                                                                      +
+  MESSAGE:  DO NOT ENTER DATES ... NOT TESTED IN THIS REPORT.           +
+        F1=HELP   F3=EXIT  F4=STATE HELP   F7=PAGE UP   F8=PAGE DOWN     +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP18

REPORT 19 - REPORT OF VISITS DUE FOR GUARANTEED LOANS

This report provides a list, by state and district, of active guaranteed borrower and lender next visits due, last visits completed and last verification date that lender requirements were met. A borrower will appear on this list if at least one of the next visit dates is within the time frame selected; however, all dates for that borrower will be printed.

Information included on this report includes:

      A.   Borrower Name
      B.   Facility ID
      C.   Status Code
      D.   Next Lender Visit
      E.   Last Lender Visit
      F.   Next Borrower Visit
      G.   Last Borrower Visit
      H.   Date Lender Requirements Met

Required Parameters:

Enter the Beginning and Ending Dates for which the report is to cover.

If no date parameters are indicated, the system will list borrowers with next visit dates between "00/00/00" and the current date. It will not select any future dates. Date parameters are required when generating a list of needed visits for the next several months so the monthly calendars can be developed at work organization meetings.

Suggested Uses:

A.   Schedule Monthly Calendar - Work Organization meetings.
B.   Monitor follow up dates.
C.   Evaluation reviews.

Figure 6 - 29

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOGCP7            RD FOCUS AD HOC REPORTING SYSTEM            02/20/98 +
+ ASL70X       COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   VISITS DUE REPORT (CP19)                             +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===>  1.      2.      3.      +
+                                                   4.      5.              +
+ ENTER TYPE OF ASSISTANCE CODES            ===>  1.      2.      3.        +
+ ENTER STATE CODE (EX ALABAMA = AL)        ===>                           +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799) ===>  1.      2.      3.        +
+ ENTER DIST CODE (3 DIGITS 701-749)        ===>  1.      2.      3.        +
+ ENTER FUND CODE (2 DIGITS)                ===>                           +
+ ENTER DATES (MMDDYY):  BEGINNING DATE          ENDING DATE               +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)  ===>  1. FROM      TO          +
+              ===>  2. FROM      TO      ===>  3. FROM      TO            +
+              ===>  4. FROM      TO      ===>  5. FROM      TO            +
+                                                                          +
+  MESSAGE:  ENTRY OF DATE PARAMETERS REQUIRED FOR THIS REPORT.            +
+      F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN        +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP19

REPORT 20 SERVICING INFORMATION FOR GUARANTEED LOANS

This report provides a list, by state and district, of data for active guaranteed loans including conditional commitment issuance and expirations, moratorium expirations and repurchases.

Information included on this report includes:

> A.   Borrower Name
> B.   Facility ID
> C.   Loan Number
> D.   Current Status
> E.   Conditional Commitment Issued
> F.   Conditional Commitment Expires
> G.   Subordination Expires
> H.   Guaranteed Portion Repurchased

Required Parameters:

> Enter the Beginning and Ending dates for which the report is to cover.
>
> If no date parameters are indicated, the system will list borrowers with dates between "00/00/00" and the current date. It will not select any future dates. Date parameters are required when generating a list of expirations for the next several months so the monthly calendars can be developed at work organization meetings.
>
> Enter the number of the desired activity from the list on the second page of the parameter screen. The report name will be based on this selection.

Suggested Uses:

A.   Work organization meetings.
B.   Monitor issuance of Loan Note Guarantees.
C.   Management tool for servicing office.
D.   Evaluation Reviews.

Figure 6 - 30

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOGCP7           RD FOCUS AD HOC REPORTING SYSTEM               02/20/98 +
+ ASL70X       COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   SERVICING INFORMATION (CP20)                           +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===>  1.     2.     3.       +
+                                                   4.     5.             +
+ ENTER TYPE OF ASSISTANCE CODES               ===>  1.     2.     3.       +
+ ENTER STATE CODE (EX ALABAMA = AL)           ===>                         +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)    ===>  1.     2.     3.       +
+ ENTER DIST CODE (3 DIGITS 701-749)           ===>  1.     2.     3.       +
+ ENTER FUND CODE (2 DIGITS)                   ===>                         +
+ ENTER DATES (MMDDYY):  BEGINNING DATE            ENDING DATE              +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)    ===>  1. FROM      TO        +
+           ===>  2. FROM      TO      ===>  3. FROM      TO        +
+           ===>  4. FROM      TO      ===>  5. FROM      TO        +
+                                                                            +
+  MESSAGE:  ENTRY OF DATE PARAMETERS REQUIRED FOR THIS REPORT.             +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN      +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 6-31

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOCPR5           RD FOCUS AD HOC REPORTING SYSTEM               03/04/97 +
+ ASL721   RCFTS COMMUNITY PROGRAMS PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+                                                                            +
+   TYPE ONE OF THE NUMBERS CORRESPONDING TO THE DATE YOU WISH TO SELECT ON: +
+                                                                            +
+                1  -  DATE CONDITIONAL COMMITMENT ISSUED                    +
+                2  -  DATE CONDITIONAL COMMITMENT EXPIRES                   +
+                3  -  DATE SUBORDINATION EXPIRES                           +
+                4  -  GUARANTEED PORTION REPURCHASED                       +
+                5  -  COND COMM/SUBORDINATION EXPIRES                      +
+                                                                            +
+                                                                            +
+                                                                            +
+                    ENTER YOUR SELECTION  ===>                            +
+                                                                            +
+  MESSAGE:  ENTER A VALUE FROM 1 TO 5.                                     +
+              F3=EXIT       F7=PAGE UP      F8=PAGE DOWN                    +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP20

REPORT 21 - STATUS SUMMARY REPORT (EZ/EC/CC)

This report generates a list, by state and district, of EZ/EC/CC borrowers based on the current Status Codes requested. This report can be run for program area.

Selection of EZ/EC/CC loans/grants/guarantees on this report will be based on current Status Codes and dates requested on the first parameter screen. If at least one date in a record meets the date criteria, the record will be included in the report. The grant information is on the line of loan information.

Information provided on the report includes:

      A.   Name of Borrower (EZ/EC/CC Entity)
      B.   EZ/EC/CC Coding
      C.   Type of Assistance Code
      D.   Fund Code
      E.   Loan/Grant Number
      F.   Loan/Grant Status
      G.   Loan/Grant Status Date
      H.   Loan/Grant Status Amount

Required Parameters:

    None

    <u>Page 1 of 2</u>
    Enter **specific Program Area** or leave blank to receive all program areas.

    Enter specialized servicing/mail code or leave blank to receive all.

    Enter **District code** only if the report is to cover one district. Otherwise, leave
    blank and the report will include all districts.

    Enter **Status Codes** to set the range of records which will appear on the report
    (Example: 101 through 120 or 302 through 302). Otherwise, leave blank and the
    report will include all Status Codes.

    Enter type of assistance code only if the report is to include one type of assistance
    code. Otherwise, leave blank and the report will include all codes.

    Date range not required; however, you should note that the system will give
    "00/00/00" for the beginning date and today's date for the ending date if no date
    range is specified.

    <u>Page 2 of 2</u>
    If all EZ/EC/or CC loans are wanted on the report leave this area blank. If you
    want zones use a **Z**, if you want communities use a **C** and if you want just
    champions use a **T**

    If all Source of Funds are wanted on the report, enter **Y** at the first ">." If not,
    enter **N** at ">" and enter the **Source of Funds codes** desired (up to 4 codes can
    be entered).

    If all Fund Codes are wanted on the report, enter **Y** at the second ">." If not,
    enter **N** at ">" and enter the **Fund Codes** desired (up to 4 codes can be entered).

Suggested Uses:

    A.   Congressional Reports and outside reports.
    B.   State Office Reports.
    C.   Monitor goals, i.e., graduation and delinquency.
    D.   List of borrowers/applicants in particular status, i.e., all preapplications, obligations - not closed, or all interim financing.
    E.   State Office monitoring progress of applications through construction, etc.
    F.   Desk Reference such as:
        1.   List of Preapplications.
        2.   List of Applications in Process.
        3.   List of Borrower in Operation.
        4.   List of Paid-in-Full Loans.

Figure 6 – 32

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOPZ6             RD FOCUS AD HOC REPORTING SYSTEM            03/05/99 +
+ AFU028       COMMUNITY PROGRAM PARAMETER SELECTION SCREEN      PAGE 1 OF 2 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   SUMMARY REPORT (CP21)                                 +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===> 1.      2.      3.       +
+                                                  4.      5.               +
+ ENTER STATE CODE (EX ALABAMA = AL)        ===>                            +
+ ENTER SPEC SERV/MAIL CDE (3 DGT 750-799)  ===> 1.      2.      3.         +
+ ENTER DIST CODE (3 DIGITS 701-749)        ===> 1.      2.      3.         +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)  ===> 1. FROM      TO            +
+                                           ===> 2. FROM      TO            +
+                                           ===> 3. FROM      TO            +
+                                           ===> 4. FROM      TO            +
+                                           ===> 5. FROM      TO            +
+ ENTER TYPE OF ASSISTANCE CODES            ===> 1.      2.      3.         +
+                                                                           +
+ ENTER DATES (MMDDYY):    BEGINNING DATE      ENDING DATE                  +
+  MESSAGE:  ENTRY OF DATE PARAMETERS ARE OPTIONAL FOR THE REPORT.          +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN       +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 6 – 33

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOPZ6             RD FOCUS AD HOC REPORTING SYSTEM            03/05/99 +
+ AFU028       COMMUNITY PROGRAM PARAMETER SELECTION SCREEN      PAGE 2 OF 2 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   STATUS REPORT  (CP21)                                 +
+ ENTER EZ/EC/CC CODE (Z, C, T):            ===> 1.   2.    3.              +
+ ALL SOURCE OF FUNDS?(Y/N)                 ===>                            +
+     IF 'N' MAKE SELECTION(S) BELOW.  IF LESS THAN 4 SOURCE OF FUNDS       +
+     ARE SELECTED, DO NOT DELETE THE REMAINING PREFILLED *'S.  IF 'Y'      +
+     ALL SOURCE OF FUNDS CODES WILL BE DISPLAYED.                          +
+                                                                           +
+ ENTER SOURCE OF FUNDS        (1 DIGIT)    ===> 1. * 2. * 3. * 4. *        +
+                                                                           +
+ ALL FUND CODES?(Y/N)                      ===>                            +
+   IF 'N' MAKE SELECTION(S) BELOW.  IF 'Y' ALL FUND CODES WILL BE DISPLAYED.+
+ ENTER FUND CODE(S)           (2 DIGITS)   ===> 1.    2.    3.    4.       +
+                                                                           +
+  MESSAGE:                                                                 +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN       +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank – replace with hard copy of report CP21.

REPORT 22 – Key Status Report (EZ/EC/CC)

This report will list all EZ/EC/CC loans/grants/guarantees in the particular key status area selected by program area, by state and by district which fall within the date range entered.

> **NOTE**: Not all items listed below appear on all reports.

Based on the parameters selected, applicable information will be provided on the report:

        A.   Name of Borrower (EZ/EC/CC Entity)
        B.   EZ/EC/OR CC Coding
        C.   Type of Assistance Code
        D.   Fund Code
        E.   Loan/Grant Number
        F.   Loan/Grant Preapplication Received - date and amount
        G.   Loan/Grant Application Received - date and amount
        H.   Loan/Grant Obligated - date and amount
        I.   Loan/Grant Closed - date and amount
        J.   Loan/Grant Operational - date and amount

Required Parameters:

Enter the **Beginning and Ending Dates** for which the report is to cover.

If no date parameters are indicated, the system will list borrowers with due dates between "00/00/00" and the current date. It will not select any future dates.

Enter **up to one activity from list on second page of parameter screen**.

NOTE: The report selects off the key information activity selected (key status section of CP12 screen).

Suggested Uses:

A.   Third Party Replies, i.e., loans obligated or closed by FY
B.   Evaluation Reviews
C.   Work accomplished

Figure 6 – 34

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOCPZ5            RD FOCUS AD HOC REPORTING SYSTEM              03/05/99 +
+ AFU028        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 3 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+                 SELECT ONE OF THE CORRESPONDING NUMBERS:                  +
+                   1  -  PREAPPLICATIONS/APPLICATIONS ON HAND              +
+                   2  -  OBLIGATIONS                                       +
+                   3  -  CLOSED                                            +
+                   4  -  OPERATIONAL                                       +
+                                                                          +
+                                                                          +
+                                                                          +
+                                                                          +
+                                                                          +
+                                                                          +
+                                                                          +
+                                                                          +
+                            ENTER SELECTION  ==>                          +
+  MESSAGE:  YOU MUST ENTER A SELECTION FROM 1 TO 4.                       +
+        F1=HELP   F3=EXIT    F7=PAGE UP   F8=PAGE DOWN                     +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 6 – 35

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOCPZ6             RD FOCUS AD HOC REPORTING SYSTEM             03/05/99 +
+ AFU028        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 2 OF 3 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   SUMMARY REPORT  (CP22)                               +
+                                                                          +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===> 1.     2.      3.       +
+                                                  4.     5.               +
+ ENTER STATE CODE (EX ALABAMA = AL)        ===>                           +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)  ===> 1.     2.     3.         +
+ ENTER DIST CODE (3 DIGITS 701-749)         ===> 1.     2.     3.         +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)   ===> 1.  FROM    TO           +
+                                            ===> 2.  FROM    TO           +
+                                            ===> 3.  FROM    TO           +
+                                            ===> 4.  FROM    TO           +
+                                            ===> 5.  FROM    TO           +
+ ENTER TYPE OF ASSISTANCE CODES             ===> 1.     2.     3.         +
+ ENTER DATES (MMDDYY):   BEGINNING DATE        ENDING DATE                +
+  MESSAGE:  DATE ENTRY REQUIRED; STATUS CODES NOT ALLOWED                 +
+        F1=HELP   F3=EXIT  F4=STATE HELP   F7=PAGE UP  F8=PAGE DOWN        +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 6 – 36

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOPZ6              RD FOCUS AD HOC REPORTING SYSTEM              03/05/99 +
+ AFU028          COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 3 OF 3 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:    SUMMARY REPORT (CP21)                                 +
+ ENTER EZ/EC/CC CODE (Z, C, T):               ===> 1.    2.    3.           +
+ ALL SOURCE OF FUNDS?(Y/N)                     ===>                         +
+     IF 'N' MAKE SELECTION(S) BELOW.  IF LESS THAN 4 SOURCE OF FUNDS        +
+     ARE SELECTED, DO NOT DELETE THE REMAINING PREFILLED *'S.  IF 'Y'       +
+     ALL SOURCE OF FUNDS CODES WILL BE DISPLAYED.                           +
+                                                                            +
+ ENTER SOURCE OF FUNDS        (1 DIGIT)    ===> 1. *  2. *  3. *  4. *   +
+                                                                            +
+ ALL FUND CODES?(Y/N)                          ===>                         +
+   IF 'N' MAKE SELECTION(S) BELOW.  IF 'Y' ALL FUND CODES WILL BE DISPLAYED.+
+ ENTER FUND CODE(S)           (2 DIGITS)    ===> 1.    2.    3.    4.    +
+                                                                            +
+  MESSAGE:                                                                  +
+       F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN    +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank – replace with hard copy of report CP22.

REPORT 23 - BORROWER INFORMATION REPORT

This report is an alphabetized listing of borrowers and pertinent information. Borrowers are selected for the report based on the current status codes entered on the parameter screen. The report is run by program area (ex. WW for Water and Waste Disposal, CF for Community Facility, etc.). State Office reports will also run by District Number.

Information provided on the report includes:
- A.   Borrower Name
- B.   Name of Contact Person
- C.   Telephone Number
- D.   Address
- E.   City, State and Zip Code

Required Parameters:
    None

Suggested Uses:
- A.   Listing of applicants/borrowers in a particular status code which can be used when a mailing is being prepared.
- B.   Reference to replace information on form 2033-33 Mgmt. Sys. Cards
- C.   Freedom of Information requests

Figure 6-37

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPC            RD FOCUS AD HOC REPORTING SYSTEM            02/20/98 +
+ ASL70X       COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 2 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:  BORROWER INFORMATION  (CP23)                          +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===>  1.      2.      3.      +
+                                                   4.      5.              +
+ ENTER TYPE OF ASSISTANCE CODES              ===>  1.      2.      3.      +
+ ENTER STATE CODE (EX ALABAMA = AL)          ===>                         +
+ ENTER SPEC SERV/MAIL CDE (3 DGT 750-799)    ===>  1.      2.      3.      +
+ ENTER DIST CODE (3 DIGITS 701-749)          ===>  1.      2.      3.      +
+ ENTER CONGRESS. DISTRICT CODE (2 DIGITS)    ===>                         +
+ ENTER DATES (MMDDYY):  BEGINNING DATE           ENDING DATE              +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)    ===>  1. FROM      TO         +
+             ===>  2. FROM      TO         ===>  3. FROM      TO         +
+             ===>  4. FROM      TO         ===>  5. FROM      TO         +
+                                                                          +
+  MESSAGE:  ENTRY OF DATE PARAMETERS ARE OPTIONAL FOR THE REPORT.         +
+        F1=HELP   F3=EXIT   F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN     +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 6-38

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPC            RD FOCUS AD HOC REPORTING SYSTEM            03/04/97 +
+ ASL721       COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 2 OF 2 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:  BORROWER INFORMATION  (CP23)                          +
+                                                                          +
+ ALL SOURCE OF FUNDS?(Y/N)                    ===>                        +
+     IF 'N' MAKE SELECTION(S) BELOW.  IF LESS THAN 4 SOURCE OF FUNDS      +
+     ARE SELECTED, DO NOT DELETE THE REMAINING PREFILLED *'S.  IF 'Y'     +
+     ALL SOURCE OF FUNDS CODES WILL BE DISPLAYED.                         +
+                                                                          +
+ ENTER SOURCE OF FUNDS       (1 DIGIT)    ===>  1. *  2. *  3. *  4. *   +
+                                                                          +
+ ALL FUND CODES?(Y/N)                         ===>                        +
+   IF 'N' MAKE SELECTION(S) BELOW.  IF 'Y' ALL FUND CODES WILL BE DISPLAYED.+
+ ENTER FUND CODE(S)          (2 DIGITS)    ===>  1.    2.    3.    4.     +
+                                                                          +
+  MESSAGE:                                                                +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN      +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP23

<u>REPORT 24 - LENDER INFORMATION REPORT</u>

This report is an alphabetized listing of lenders and pertinent information. Lenders are selected for the report based on the current status codes for the guaranteed loans entered on the parameter screen. The report is run by program area (ex. WW for Water and Waste Disposal, CF for Community Facility). State Office reports will run by District Number.

Information provided on the report includes:

      A.   Lender Name
      B.   Contact Person
      C.   Telephone Number
      D.   Address
      E.   City, State and Zip Code

Required Parameters:

      None

Suggested Uses:

      A.   Listing of lenders with loans in a particular status code which can be used when a mailing is being prepared.
      B.   Desk reference of active lenders involved in the Water & Waste and Community Facility programs.
      C.   Freedom of Information requests.

Figure 6-39

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPC              RD FOCUS AD HOC REPORTING SYSTEM            02/20/98 +
+ ASL70X         COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 2 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   LENDER INFORMATION  (CP24)                             +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===> 1.     2.      3.         +
+                                                  4.     5.                 +
+ ENTER TYPE OF ASSISTANCE CODES            ===> 1.       2.      3.         +
+ ENTER STATE CODE (EX ALABAMA = AL)        ===>                             +
+ ENTER SPEC SERV/MAIL CDE (3 DGT 750-799)  ===> 1.       2.      3.         +
+ ENTER DIST CODE (3 DIGITS 701-749)        ===> 1.       2.      3.         +
+ ENTER CONGRESS. DISTRICT CODE (2 DIGITS)  ===>                             +
+ ENTER DATES (MMDDYY):  BEGINNING DATE           ENDING DATE                +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)  ===> 1. FROM     TO              +
+             ===> 2. FROM      TO          ===> 3. FROM     TO              +
+             ===> 4. FROM      TO          ===> 5. FROM     TO              +
+                                                                            +
+  MESSAGE:  ENTRY OF DATE PARAMETERS ARE OPTIONAL FOR THE REPORT.           +
+       F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN         +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 6-40

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPC              RD FOCUS AD HOC REPORTING SYSTEM            03/04/97 +
+ ASL721         COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 2 OF 2 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   LENDER INFORMATION  (CP24)                             +
+                                                                            +
+ ALL SOURCE OF FUNDS?(Y/N)                       ===>                       +
+     IF 'N' MAKE SELECTION(S) BELOW.  IF LESS THAN 4 SOURCE OF FUNDS        +
+     ARE SELECTED, DO NOT DELETE THE REMAINING PREFILLED *'S.  IF 'Y'       +
+     ALL SOURCE OF FUNDS CODES WILL BE DISPLAYED.                           +
+                                                                            +
+ ENTER SOURCE OF FUNDS        (1 DIGIT)    ===> 1. *  2. *  3. *  4. *      +
+                                                                            +
+ ALL FUND CODES?(Y/N)                            ===>                       +
+   IF 'N' MAKE SELECTION(S) BELOW.  IF 'Y' ALL FUND CODES WILL BE DISPLAYED.+
+ ENTER FUND CODE(S)           (2 DIGITS)   ===> 1.    2.    3.    4.        +
+                                                                            +
+  MESSAGE:                                                                  +
+       F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN         +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CP24

REPORT 25 – SPECIAL INITIATIVES SUMMARY REPORT

This report generates a list, by state and district, of special initiative borrowers (i.e. targeted areas, Pacific Northwest, Water 2000, etc.) based on the current Status Codes requested. This report can be run for program area by entering the program area (i.e. CF, CFA, BP, WW, WWA) or leave blank for all program areas.

Selection of loans/grants/guarantees on this report will be based on current Status Codes and dates requested on the first parameter screen. If at least one date in a record meets the date criteria, the record will be included in the report. The grant information is on the line of loan information.

Information provided on the report includes:

     A.   Name of Borrower
     B.   Facility Type
     C.   Remarks
     D.   Fund Code
     E.   Source of Funds
     F.   Loan/Grant Number
     G.   Loan/Grant Status
     H.   Loan/Grant Status Date
     I.   Loan/Grant Status Amount
     J.   Special Initiative Codes
     K.   Type of Assistance Code

Required Parameters:

None

Page 1 of 2
Enter **specific Program Area** or leave blank to receive all program areas.

Enter the **type of assistance** code only if the report is to cover only some. If all types of assistance codes are desired, leave fields blank.

Enter any applicable **special initiative** codes. If all codes are desired, leave fields blank.

Enter **Congressional District number** only if the report is to cover one congressional district. Otherwise, leave blank and the report will include all congressional districts.

Date range not required; however, you should note that the system will give "00/00/00" for the beginning date and today's date for the ending date if no date range is specified.

Enter **Status Codes** to set the range of records which will appear on the report (Example: 101 through 120 or 302 through 302). Otherwise, leave blank and the report will include all Status Codes.

Page 2 of 2

If all Source of Funds are wanted on the report, enter **Y** at the first ">." If not, enter **N** at ">" and enter the **Source of Funds codes** desired (up to 4 codes can be entered).

If all Fund Codes are wanted on the report, enter **Y** at the second ">." If not, enter **N** at ">" and enter the **Fund Codes** desired (up to 4 codes can be entered).

Suggested Uses:

    A.   Congressional Reports and outside reports.
    B.   State Office Reports.
    C.   Monitor goals, i.e., graduation and delinquency.
    D.   List of special initiative borrowers/applicants in particular status, i.e., all preapplications, obligations - not closed, or all interim financing.
    E.   Field Office use for RMS.
    F.   State Office monitoring progress of special initiative applications through construction, etc.
    G.   Desk Reference such as:
        1.   List of Special Initiative Preapplications.
        2.   List of Special Initiative Applications in Process.
        3.   List of Special Initiative Borrower in Operation.
        4.   List of Special Initiative Discount Purchased Loans.
        5.   List of Special Initiative Paid-in-Full Loans.

Figure 6 - 41

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPE              RD FOCUS AD HOC REPORTING SYSTEM             03/02/00 +
+ AFU028          COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 2 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   SPECIAL INITIATIVES SUMMARY (CP25)                      +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP)==> 1.      2.      3.           +
+                                                4.      5.                   +
+ ENTER TYPE OF ASSISTANCE CODES           ===> 1.      2.      3.           +
+ ENTER SPECIAL INITIATIVE CODES           ===> 1.   2.   3.   4.   5.       +
+ ENTER STATE CODE (EX ALABAMA = AL)        ===>                             +
+ ENTER SPEC SERV/MAIL CDE (3 DGT 701-799)  ===> 1.      2.      3.          +
+ ENTER DIST CODE (3 DIGITS 701-749)        ===> 1.      2.      3.          +
+ ENTER CONGRESS. DISTRICT CODE (2 DIGITS)  ===>                            +
+ ENTER DATES (MMDDYY):  BEGINNING DATE           ENDING DATE               +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)  ===> 1. FROM      TO            +
+           ===>  2. FROM      TO        ===> 3. FROM      TO               +
+           ===>  4. FROM      TO        ===> 5. FROM      TO               +
+  MESSAGE:   ENTRY OF DATE PARAMETERS ARE OPTIONAL FOR THE REPORT.         +
+       F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN        +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 6 - 42

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPE                RD FOCUS AD HOC REPORTING SYSTEM             03/02/00 +
+ AFU028          COMMUNITY PROGRAM PARAMETER SELECTION SCREEN      PAGE 2 OF 2 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   SPECIAL INITIATIVES SUMMARY (CP25)                       +
+                                                                             +
+ ALL SOURCE OF FUNDS?(Y/N)                      ===>                         +
+     IF 'N' MAKE SELECTION(S) BELOW.  IF LESS THAN 4 SOURCE OF FUNDS         +
+     ARE SELECTED, DO NOT DELETE THE REMAINING PREFILLED *'S.  IF 'Y'        +
+     ALL SOURCE OF FUNDS CODES WILL BE DISPLAYED.                            +
+                                                                             +
+ ENTER SOURCE OF FUNDS        (1 DIGIT)     ===>  1. *  2. *  3. *  4. *      +
+                                                                             +
+ ALL FUND CODES?(Y/N)                           ===>                         +
+   IF 'N' MAKE SELECTION(S) BELOW.  IF 'Y' ALL FUND CODES WILL BE DISPLAYED. +
+ ENTER FUND CODE(S)           (2 DIGITS)    ===>  1.     2.     3.     4.     +
+                                                                             +
+  MESSAGE:                                                                   +
+       F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN          +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank – replace with hard copy of report CP25

REPORT 26 – SPECIAL INITIATIVE/KEY STATUS REPORT

This report will list all special initiative loans/grants/guarantees in the particular key status area selected by program area, by state and by district which fall within the date range entered.

> **NOTE**: Not all items listed below appear on all reports.

Based on the parameters selected, applicable information will be provided on the report:

    A.   Name of Borrower
    B.   Fund Code
    C.   Current Loan Status Code and Current Grant Status Code
    D.   Loan/Grant Preapplication Received - date and amount
    E.   Loan/Grant AD 622 Issued - date and amount
    F.   Loan/Grant Application Received - date and amount
    G.   Letter of Acceptance/Loan/Grant Letter of Conditions/Conditional Commitment - date and amount
    H.   Loan/Grant Obligated - date and amount
    I.   Interim Financing - date and amount
    J.   First Temp. Debt Instrument - date and amount
    K.   Loan/Grant Closed - date and amount
    L.   Loan/Grant Operational - date and amount
    M.   Operational, Final Inspection - date and amount
    N.   Loan Number
    O.   Grant Number
    P.   Type of Assistance Code
    Q.   Special Initiative Codes

Required Parameters:

Enter the **Beginning and Ending Dates** for which the report is to cover.

If no date parameters are indicated, the system will list borrowers with due dates between "00/00/00" and the current date. It will not select any future dates.

Page 1 of 2
Enter **specific Program Area** or leave blank to receive all program areas.

Enter type of assistance codes only if the report is to cover only some. If all types of assistance codes are desired, leave fields blank.

Enter any applicable **special initiative** code. If all codes are desired, leave fields blank.

Page 2 of 2

Enter **up to one activity from list on second page of parameter screen**.

NOTE: The report selects off the key information activity selected (key status section of CP12 screen).

Suggested Uses:

A. Third Party Replies, i.e., loans obligated or closed by FY, letter of conditions issued, etc.
B. Evaluation Reviews
C. Work accomplished

Figure 6 - 43

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPD           RD FOCUS AD HOC REPORTING SYSTEM             03/02/00 +
+ AFU028        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   SPECIAL INITIATIVE / KEY STATUS REPORT (CP26)        +
+                                                                          +
+ ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===> 1.     2.     3.        +
+                                                  4.     5.               +
+ ENTER TYPE OF ASSISTANCE CODES            ===> 1.     2.     3.          +
+ ENTER SPECIAL INITIATIVE CODES            ===> 1.   2.   3.   4.   5.    +
+ ENTER STATE CODE (EX ALABAMA = AL)        ===>                           +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 701-799) ===> 1.     2.     3.          +
+ ENTER DIST CODE (3 DIGITS 701-749)        ===> 1.     2.     3.          +
+                                                                          +
+ ENTER BEGINNING DATE (MMDDYY)             ===>                           +
+ ENTER ENDING DATE    (MMDDYY)             ===>                           +
+                                                                          +
+  MESSAGE:  ENTRY OF DATE PARAMETERS IS REQUIRED FOR THIS REPORT.         +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN      +
 ++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 6 - 44

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP5           RD FOCUS AD HOC REPORTING SYSTEM             03/02/00 +
+ AFU028        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+               SELECT ONE OF THE CORRESPONDING NUMBERS:                   +
+              1  -  PREAPPLICATION RECEIVED                               +
+              2  -  AD622 ISSUED                                          +
+              3  -  APPLICATION RECEIVED                                  +
+              4  -  LETTER OF CONDITIONS                                  +
+              5  -  OBLIGATION                                            +
+              6  -  INTERIM FINANCING                                     +
+              7  -  FIRST TEMP DEBT INST                                  +
+              8  -  LOANS & GRANTS CLOSED                                 +
+              9  -  LOAN & GRANT OPERATIONAL                              +
+             10  -  OPERATION FINAL INSPECTION                            +
+                                                                          +
+                      ENTER SELECTION  ==>                                +
+  MESSAGE:  YOU MUST ENTER A SELECTION FROM 1 TO 10.                      +
+        F1=HELP   F3=EXIT   F7=PAGE UP   F8=PAGE DOWN                      +
 ++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank – replace with hard copy of CP26

National Office Reports

REPORT 1A-G - PREAPPLICATION/APPLICATION NATIONAL REPORT

This report will give a summary of preapplications and applications selected by Program Area, by State and by District. This report also shows a total of preapplications and applications combined on a subsequent report.

Information provided on the reports includes:

A.	Number of Preapplications on Hand
B.	Amount of Preapplications on Hand
C.	Number of Applications on Hand
D.	Amount of Applications on Hand
E.	Number of Obligated Unclosed on Hand
F.	Amount of Obligated Unclosed on Hand
G.	Number of Closed/In Operation on Hand
H.	Amount of Closed/In Operation on Hand
I.	Number of Borrowers in a Servicing Status
J.	Amount of Borrowers in a Servicing Status
K.	Total Number of all Status'
L.	Total Amount of all Status'
M.	Combined Total Number of Preapplications/Applications
N.	Combined Total Amount of Preapplications/Applications

Required Parameters:

NONE

Do not enter values for date parameters for this report. Date parameters not required for this report.

Figure 6-45

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOCPR1            RD FOCUS AD HOC REPORTING SYSTEM              03/06/97 +
+ ASL70N    RCFTS COMMUNITY PROGRAMS PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+                                                                            +
+                  NATIONAL PREAPPLICATION/APPLICATION REPORT                +
+                                                                            +
+                                                                            +
+              1 - WATER & WASTE                                             +
+                                                                            +
+              2 - COMMUNITY FACILITY                                        +
+                                                                            +
+                                                                            +
+                                                                            +
+                         ENTER YOUR SELECTION  ===>                         +
+   (TYPE ONE OF THE NUMBERS CORRESPONDING TO THE PROGRAM AREA DESIRED)      +
+                                                                            +
+   MESSAGE:  ENTER A VALUE FROM 1 TO 2                                      +
+                   F3=EXIT       F7=PAGE UP       F8=PAGE DOWN              +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

If you choose #1 at Figure 6-45, the following screen appears:

Figure 6-46

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOCPR1            RD FOCUS AD HOC REPORTING SYSTEM              03/06/97 +
+ ASL70N    RCFTS COMMUNITY PROGRAMS PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+                                                                            +
+                  NATIONAL PREAPPLICATION/APPLICATION REPORT                +
+                                                                            +
+                                                                            +
+              1 - WW LOANS       (CPN01A)                                   +
+                                                                            +
+              2 - WW GRANTS      (CPN01B)                                   +
+                                                                            +
+              3 - WW GUARANTEED  (CPN01C)                                   +
+                                                                            +
+                         ENTER YOUR SELECTION  ===>                         +
+   (TYPE ONE OF THE NUMBERS CORRESPONDING TO THE REPORT YOU WISH TO PRINT)  +
+                                                                            +
+   MESSAGE:  ENTER A VALUE FROM 1 TO 3                                      +
+                   F3=EXIT       F7=PAGE UP       F8=PAGE DOWN              +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

If you choose #2 at Figure 6-45, the following screen appears:

Figure 6-47

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP4              RD FOCUS AD HOC REPORTING SYSTEM           03/16/99 +
+ AFU037    RCFTS COMMUNITY PROGRAMS PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+               NATIONAL PREAPPLICATION/APPLICATION REPORT                  +
+                                                                           +
+          1  -  CF LOANS              (CPNO1D)                             +
+                                                                           +
+          2  -  CFA LOANS             (CPN01E)                             +
+                                                                           +
+          3  -  CF GUARANTEED         (CPN01F)                             +
+                                                                           +
+          4  -  CFA/RBEGS             (CPN01G)                             +
+                                                                           +
+                 ENTER YOUR SELECTION     ===>                             +
+     (TYPE ONE OF THE NUMBERS CORRESPONDING TO THE REPORT YOU WISH TO PRINT) +
+                                                                           +
+  MESSAGE:  ENTER A VALUE FROM 1 TO 4                                      +
+            F3=EXIT       F7=PAGE UP          F8=PAGE DOWN                  +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

If you select #1, WW Loans, at Figure 6-47, the following screen appears.

Figure 6-48

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP4              RD FOCUS AD HOC REPORTING SYSTEM           03/16/99 +
+ AFU037         COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:  PRE/APPLICATION CF LOANS (CPN01D)                      +
+                                                                           +
+  ENTER PROGRAM AREA CODES (CF/CFA/WW/WWA/BP) ===>   1.      2.      3.    +
+                                                     4.      5.            +
+  ENTER TYPE OF ASSISTANCE CODES      ===>           1.      2.      3.    +
+  ENTER STATE CODE (EX ALABAMA = AL) ===>                                  +
+  ENTER SPEC SERV/MAIL CODE (3 DGT 701-799) ===>     1.      2.      3.    +
+  ENTER DIST CODE (3 DIGITS 701-749)                 1.      2.      3.    +
+                                                                           +
+  ENTER BEGINNING DATE (MMDDYY) ===>                                       +
+  ENTER ENDING DATE   (MMDDYY) ===>                                        +
+                                                                           +
+  MESSAGE:  ENTRY OF DATE PARAMETERS NOT REQUIRED FOR THIS REPORT          +
+    F1=HELP   F3=EXIT   F4=STATE HELP    F7=PAGE UP    F8=PAGE DOWN         +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

CPN011B -- Report not available at this time.

Intentionally left blank - replace with hard copy of report CPN01C

CPN01D - Report not available at this time.

CPN01E - Report not available at this time.

Intentionally left blank - replace with hard copy of report CPN01F

CPN01G - Report not available at this time.

REPORT 2 - CP CAR PROJECT SELECTION LOAN AND GRANT REPORT

This report lists loan and grants by State, by District and by Program Area.

Information provided on this report includes:

A.   Borrower's Name
B.   Facility Location
C.   Facility Type
D.   FACID
E.   Loan Number
F.   Grant Number
G.   Amount Obligated
H.   Date Obligated
I.   Status Code
J.   Status Date
K.   Date Closed
L.   Amount Closed

Required Parameters:

None

Figure 6-49

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOCPR2              RD FOCUS AD HOC REPORTING SYSTEM              03/04/97 +
+ ASL721    RCFTS COMMUNITY PROGRAMS PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+                                                                            +
+              CP CAR PROJECT SELECTION LOAN AND GRANT REPORT                +
+                                                                            +
+                                                                            +
+             1 - LOANS:  CF OR CFA OR WW CAR PROJECT SELECTION               +
+                                                                            +
+             2 - GRANTS: CF OR CFA OR WW CAR PROJECT SELECTION              +
+                                                                            +
+                                                                            +
+                                                                            +
+                      ENTER YOUR SELECTION  ===>                            +
+   (TYPE ONE OF THE NUMBERS CORRESPONDING TO THE REPORT YOU WISH TO PRINT)   +
+                                                                            +
+   MESSAGE:  ENTER A VALUE OF EITHER 1 OR 2.                                +
+                     F3=EXIT       F7=PAGE UP      F8=PAGE DOWN              +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

If you select #1 at Figure 6-49, the following screen appears.

Figure 6-50

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP7              RD FOCUS AD HOC REPORTING SYSTEM              03/04/97 +
+ ASL721          COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   CP CAR PROJECT SELECTION LOAN REPORT (CPN02A)          +
+ ENTER PROGRAM AREA CODE (CF OR CFA OR WW)   ===>                           +
+ ENTER STATE CODE (EX ALABAMA = AL)          ===>                           +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)   ===> 1.     2.      3.         +
+ ENTER DIST CODE (3 DIGITS 701-749)          ===> 1.                        +
+                              ===>  2.      ===>  3.                        +
+ ENTER FUND CODE (2 DIGITS)                  ===>                           +
+ ENTER DATES (MMDDYY):  BEGINNING DATE          ENDING DATE                 +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)    ===> 1.  FROM        TO        +
+                                             ===> 2.  FROM        TO        +
+                                             ===> 3.  FROM        TO        +
+                                             ===> 4.  FROM        TO        +
+                                             ===> 5.  FROM        TO        +
+  MESSAGE:  ENTRY OF ALL PARAMETERS IS ALLOWED FOR THIS REPORT.            +
+         F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN      +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CPN02B

REPORT 3 (1-4) - CF DIVISION LOANS AND GRANTS FUNDED

This report shows a summary of CF loans funded by State, by District and by Program Area.

Information provided on this report includes:

    A.   Borrower Name
    B.   SIC Description
    C.   Population
    D.   FACID
    E.   Median Income
    F.   Loan/Grant Number
    G.   Type Interest
    H.   Interest Rate
    I.   Maturity
    J.   Date Loan/Grant Obligated
    K.   Amount of Loan/Grant Obligation
    L.   Total Number of Guaranteed Loans Obligated
    M.   Total Amount of Guaranteed Loans Obligated
    N.   Total Number of Insured Loans Obligated
    O.   Total Amount of Insured Loans Obligated
    P.   Combined Total Number of Loans Obligated
    Q.   Combined Total Amount of Loans Obligated

Required Parameters:

    None

Figure 6-51

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOCPR3              RD FOCUS AD HOC REPORTING SYSTEM            03/04/97 +
+ ASL721    RCFTS COMMUNITY PROGRAMS PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+                                                                            +
+                    CF DIVISION LOANS AND GRANTS FUNDED                     +
+                                                                            +
+                                                                            +
+               1 - CF OR CFA LOANS FUNDED ONLY REPORT                       +
+               2 - NATIONAL TABULATIONS OF CF/CFA LOANS FUNDED              +
+               3 - CFA GRANTS FUNDED ONLY REPORT                            +
+               4 - CFA NATIONAL TABULATIONS OF GRANTS FUNDED                +
+                                                                            +
+                                                                            +
+                      ENTER YOUR SELECTION  ===>                            +
+   (TYPE ONE OF THE NUMBERS CORRESPONDING TO THE REPORT YOU WISH TO PRINT)  +
+                                                                            +
+  MESSAGE:  ENTER A VALUE OF EITHER 1 OR 2 OR 3 OR 4                        +
+                   F3=EXIT      F7=PAGE UP      F8=PAGE DOWN                 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

If you select #1 at Figure 6-51, the following screen appears.

Figure 6-52

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP8              RD FOCUS AD HOC REPORTING SYSTEM            03/04/97 +
+ ASL721        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   CF OR CFA LOANS FUNDED ONLY REPORT   (CPN03A)         +
+ ENTER PROGRAM AREA CODE ( CF OR CFA ONLY  ) ===>                          +
+ ENTER STATE CODE (EX ALABAMA = AL)         ===>                           +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)  ===>  1.                       +
+                               ===>  2.      ===>  3.                       +
+ ENTER DIST CODE (3 DIGITS 701-749)         ===>  1.                       +
+                               ===>  2.      ===>  3.                       +
+ ENTER FUND CODE (2 DIGITS)                 ===>                           +
+ ENTER DATES (MMDDYY):  BEGINNING DATE          ENDING DATE                +
+ ENTER APPLICANT TYPE CODE (1 DIGIT)         ===>                          +
+ ENTER SECURITY BASIS CODE (1 DIGIT)         ===>                          +
+ ENTER SIC CODE (4 DIGITS)        ===>  1.        2.        3.             +
+ ENTER TYPE SERVICE CODE (2 DIG.)  ===>  1.        2.        3.            +
+  MESSAGE:  ENTRY OF DATE PARAMETERS ARE OPTIONAL FOR THE REPORT.          +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN       +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CPN03A

Intentionally left blank - replace with hard copy of report CPN03B

Intentionally left blank - replace with hard copy of report CPN03C

Intentionally left blank - replace with hard copy of report CPN03D

REPORT 4 (1-3) - CP GRADUATION REPORTS

This report provides a summary of graduations reviewed, outstanding, and graduated by State.

Information provided on this report includes:

A.   Number of Borrowers Required for Graduation Review
B.   Number of Loans Required for Graduation Review
C.   Number of Borrowers Reviewed for Initial Screening
D.   Number of Loans Reviewed for Initial Screening
E.   Number of Borrowers Reviewed for Thorough Review
F.   Number of Loans Reviewed for Thorough Review
G.   Number of Borrowers Requested for Graduation
H.   Number of Loans Requested for Graduation
I.   Number of Borrowers Graduated
J.   Number of Loans Graduated
K.   Amount Graduated

Required Parameters:

Graduation Review Year

Enter the **calendar year** (i.e., 1991) which the report is to cover.

Do not enter District Code

Enter a 'Y' or 'N' in any of the program areas to narrow the scope of the report. At least 1 'Y' is required and blanks are not accepted.

Figure 6-53

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOCPR4            RD FOCUS AD HOC REPORTING SYSTEM              01/31/97 +
+ ASL721    RCFTS COMMUNITY PROGRAMS PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+                                                                            +
+                        CP GRADUATION REPORTS                               +
+                                                                            +
+                                                                            +
+                    1 - GRADUATION REVIEW/SUMMARY                           +
+                    2 - GRADUATIONS OUTSTANDING                             +
+                    3 - LOANS GRADUATED                                     +
+                                                                            +
+                                                                            +
+                                                                            +
+                        ENTER YOUR SELECTION  ===>                         +
+   (TYPE ONE OF THE NUMBERS CORRESPONDING TO THE REPORT YOU WISH TO PRINT)  +
+                                                                            +
+   MESSAGE:  ENTER A VALUE OF EITHER 1 OR 2 OR 3                            +
+                  F3=EXIT        F7=PAGE UP        F8=PAGE DOWN             +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

If you select #1 at Figure 6-53, the following screen appears.

Figure 6-54

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP9            RD FOCUS AD HOC REPORTING SYSTEM              01/31/97 +
+ ASL721        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+   REPORT SELECTED:   CP GRADUATION REVIEW/SUMMARY         (CPN04A)         +
+                                                                            +
+           ENTER 'Y'(SEL) 'N' (NOSEL) CF =>     CFA =>     WW =>            +
+           ENTER STATE CODE (EX ALABAMA = AL)       ===>                    +
+           ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)===>  1.                +
+                                                   ===>  2.                 +
+                                                   ===>  3.                 +
+           ENTER DIST CODE (3 DIGITS 701-799)      ===>  1.                 +
+                                                   ===>  2.                 +
+                                                   ===>  3.                 +
+           ENTER REVIEW YEAR (4 DIGITS, EX 1989)   ===>                     +
+                                                                            +
+   MESSAGE:  YOU MUST ENTER THE REVIEW YEAR FOR THIS REPORT.                +
+        F1=HELP    F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN      +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CPN04A

Intentionally left blank - replace with hard copy of report CPN04B

Intentionally left blank - replace with hard copy of report CPN04C

REPORT 7- JOINT FUNDING REPORT

This report lists joint funding contributions by State and by Program Area.

Information provided in this report includes:

    A.   Borrower Name
    B.   FACID
    C.   Type of Applicant
    D.   Other Source Code
    E.   Loan Status
    F.   Grant Status
    G.   Loan Assistance
    H.   Grant Assistance
    I.   Borrower Amount
    J.   Private/Commercial Amount
    K.   State/Local Amount
    L.   Regional Commission Amount
    M.   EPA Amount
    N.   Other Source Amount
    O.   Total Amount

Required Parameters:

    None
    DO NOT enter Status Codes

Figure 6-55

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP7            RD FOCUS AD HOC REPORTING SYSTEM              03/04/97 +
+ ASL721          COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   JOINT FUNDING REPORT (CPN07)                          +
+ ENTER PROGRAM AREA CODE (CF OR CFA OR WW)   ===>                          +
+ ENTER STATE CODE (EX ALABAMA = AL)          ===>                          +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)   ===>  1.      2.       3.      +
+ ENTER DIST CODE (3 DIGITS 701-749)          ===>  1.                      +
+                                ===>  2.      ===>  3.                      +
+ ENTER FUND CODE (2 DIGITS)                   ===>                          +
+ ENTER DATES (MMDDYY):  BEGINNING DATE            ENDING DATE              +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)    ===>  1.   FROM       TO       +
+                                             ===>  2.   FROM       TO       +
+                                             ===>  3.   FROM       TO       +
+                                             ===>  4.   FROM       TO       +
+                                             ===>  5.   FROM       TO       +
+  MESSAGE:  DO NOT ENTER STATUS CODES ... NOT TESTED IN THIS REPORT        +
+        F1=HELP   F3=EXIT  F4=STATE HELP   F7=PAGE UP   F8=PAGE DOWN        +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CPN07

REPORT 9 (1-5) - CP LOANS AND GRANTS CHARACTERISTICS REPORT

These reports provide a summary and detailed list of loans and grants by State and by interest rate.

Information provided on these reports includes:

    A.   Interest Rate
    B.   Number of Loans at Each Interest Rate
    C.   Amount of Loans at Each Interest Rate
    D.   Number of Grants
    E.   Amount of Grant
    F.   Borrower Name
    G.   Fund Code
    H.   Loan Number
    I.   Population
    J.   Median Income
    K.   Type of Interest
    L.   Maturity
    M.   Date Obligated
    N.   Total Deobligated
    O.   Amount of Grant Obligated
    P.   Date Grant Obligated
    Q.   Total Grant Deobligation

Required Parameters:

    None
    DO NOT use Status Codes

Figure 6-56

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOCPR9              RD FOCUS AD HOC REPORTING SYSTEM              03/04/97 +
+ ASL721    RCFTS COMMUNITY PROGRAMS PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+                                                                           +
+                   CP LOAN AND GRANT CHARACTERISTICS REPORT                 +
+                                                                           +
+                                                                           +
+                   1 - LOAN SUMMARY BY STATE BY INTEREST RATE               +
+                   2 - GRANT SUMMARY BY STATE                               +
+                   3 - LOAN AND GRANT CHARACTERISTICS BY STATE              +
+                   4 - GUARANTEED LOAN SUMMARY BY STATE BY INTEREST RATE    +
+                   5 - GUARANTEED LOAN CHARACTERISTICS BY STATE             +
+                                                                           +
+                         ENTER YOUR SELECTION  ===>                         +
+   (TYPE ONE OF THE NUMBERS CORRESPONDING TO THE REPORT YOU WISH TO PRINT)  +
+                                                                           +
+   MESSAGE:   ENTER A VALUE FROM 1 TO 5                                     +
+                    F3=EXIT      F7=PAGE UP      F8=PAGE DOWN                +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

If you select #1 at Figure 6-56, the following screen appears.

Figure 6-57

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP7              RD FOCUS AD HOC REPORTING SYSTEM              03/04/97 +
+ ASL721         COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   CP LOAN SUMMARY BY STATE BY INTEREST RATE (CPN09A)    +
+ ENTER PROGRAM AREA CODE (CF OR CFA OR WW)    ===>                         +
+ ENTER STATE CODE (EX ALABAMA = AL)          ===>                         +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)   ===> 1.      2.      3.       +
+ ENTER DIST CODE (3 DIGITS 701-749)          ===> 1.                      +
+                               ===>  2.      ===> 3.                       +
+ ENTER FUND CODE (2 DIGITS)                   ===>                         +
+ ENTER DATES (MMDDYY):  BEGINNING DATE          ENDING DATE                +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)    ===> 1.   FROM        TO      +
+                                             ===> 2.   FROM        TO      +
+                                             ===> 3.   FROM        TO      +
+                                             ===> 4.   FROM        TO      +
+                                             ===> 5.   FROM        TO      +
+   MESSAGE:  DO NOT ENTER STATUS CODES ... NOT TESTED IN THIS REPORT       +
+         F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN      +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CPN09A

Intentionally left blank - replace with hard copy of report CPN09B

Intentionally left blank - replace with hard copy of report CPN09C

Intentionally left blank - replace with hard copy of report CPN09D

Intentionally left blank - replace with hard copy of report CPN09E

REPORT 10 - NATIONAL CASELOAD REPORT

This report provides a list of loans by Program Area, by State and by Fund Code.

Information provided on the report includes:

- A.   Borrower Name
- B.   Case Number
- C.   Fund Code
- D.   Loan Number
- E.   Status Code

Required Parameters:

None

Figure 6-58

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP7            RD FOCUS AD HOC REPORTING SYSTEM            03/04/97 +
+ ASL721         COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   NATIONAL CASE LOAD REPORT (CPN10)                      +
+ ENTER PROGRAM AREA CODE (CF OR CFA OR WW)   ===>                           +
+ ENTER STATE CODE (EX ALABAMA = AL)          ===>                           +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)   ===> 1.      2.       3.       +
+ ENTER DIST CODE (3 DIGITS 701-749)          ===> 1.                        +
+                                 ===>  2.     ===>  3.                       +
+ ENTER FUND CODE (2 DIGITS)                   ===>                          +
+ ENTER DATES (MMDDYY):  BEGINNING DATE           ENDING DATE                +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)     ===> 1.  FROM        TO       +
+                                              ===> 2.  FROM        TO       +
+                                              ===> 3.  FROM        TO       +
+                                              ===> 4.  FROM        TO       +
+                                              ===> 5.  FROM        TO       +
+  MESSAGE:  ENTRY OF ALL PARAMETERS IS ALLOWED FOR THIS REPORT.            +
+        F1=HELP   F3=EXIT  F4=STATE HELP   F7=PAGE UP   F8=PAGE DOWN        +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CPN10

REPORT 11 (1-4) - SERVICING INFORMATION

This report provides a list of borrowers by Servicing Action, by Program Area and by State.

Information provided on this report includes:

      A.   Borrower Name
      B.   Case Number
      C.   FACID
      D.   Loan Number
      E.   Grant Number
      F.   Transfer and Assumption Code
      G.   Date of Action
      H.   Eligible/Ineligible
      I.   Case Transferred To
      J.   Case Transferred From
      K.   Loan Amount
      L.   Grant Amount
      M.   Servicing Code

Required Parameters:

      None
      DO NOT enter Status Codes or District Codes.

Figure 6-59

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOCPRB          RD FOCUS AD HOC REPORTING SYSTEM              03/04/97 +
+ ASL721    RCFTS COMMUNITY PROGRAMS PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+                                                                            +
+                        CP SERVICING ACTION REPORT                          +
+                                                                            +
+                                                                            +
+              1 - TRANSFERS/ASSUMPTIONS SERVICING ACTIONS                    +
+              2 - OTHER SERVICING ACTIONS                                    +
+              3 - LEGAL ACTIONS                                              +
+              4 - DEBT SETTLEMENT ACTIONS                                    +
+                                                                            +
+                                                                            +
+                    ENTER YOUR SELECTION  ===>                              +
+  (TYPE ONE OF THE NUMBERS CORRESPONDING TO THE REPORT YOU WISH TO PRINT)   +
+                                                                            +
+  MESSAGE:  ENTER A VALUE OF EITHER 1 OR 2 OR 3 OR 4                        +
+                  F3=EXIT      F7=PAGE UP      F8=PAGE DOWN                  +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

If you select #1 at Figure 6-59, the following screen appears.

Figure 6-60

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP7              RD FOCUS AD HOC REPORTING SYSTEM           03/04/97 +
+ ASL721        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   CP TRANSFER/ASSUMPTION PENDING    (CPN11A)            +
+ ENTER PROGRAM AREA CODE (CF OR CFA OR WW)   ===>                          +
+ ENTER STATE CODE (EX ALABAMA = AL)          ===>                          +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)   ===>  1.     2.      3.       +
+ ENTER DIST CODE (3 DIGITS 701-749)          ===>  1.                      +
+                             ===>  2.     ===>  3.                         +
+ ENTER FUND CODE (2 DIGITS)                  ===>                          +
+ ENTER DATES (MMDDYY):  BEGINNING DATE           ENDING DATE               +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)    ===>  1.  FROM       TO       +
+                                             ===>  2.  FROM       TO       +
+                                             ===>  3.  FROM       TO       +
+                                             ===>  4.  FROM       TO       +
+                                             ===>  5.  FROM       TO       +
+  MESSAGE:  DO NOT ENTER STATUS CODES OR DIST CODES FOR CPN11.             +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN      +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CPN11A

Intentionally left blank - replace with hard copy of report CPN11B

Intentionally left blank - replace with hard copy of report CPN11C

Intentionally left blank - replace with hard copy of report CPN11D

REPORT 12 (1-4) - AVERAGE FINANCIAL ASSISTANCE

This report provides a summary list of average loan and grant information by Program Area and by State.

Information provided on the reports includes:

       A.   State
       B.   Smallest Loan Amount
       C.   Largest Loan Amount
       D.   Average Loan Amount
       E.   Smallest Grant Amount
       F.   Largest Grant Amount
       G.   Average Grant Amounts

Parameters Required:

       None

Figure 6-61

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOCPRC            RD FOCUS AD HOC REPORTING SYSTEM              03/04/97 +
+ ASL721    RCFTS COMMUNITY PROGRAMS PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+                                                                            +
+                   CP AVERAGE FINANCIAL ASSISTANCE REPORTS                  +
+                                                                            +
+                                                                            +
+            1 - AVERAGE FINANCIAL ASSISTANCE - LOANS                        +
+            2 - AVERAGE FINANCIAL ASSISTANCE - GRANTS                       +
+            3 - NATIONAL AVERAGE FINANCIAL ASSISTANCE - LOANS               +
+            4 - NATIONAL AVERAGE FINANCIAL ASSISTANCE - GRANTS              +
+                                                                            +
+                                                                            +
+                     ENTER YOUR SELECTION  ===>                             +
+   (TYPE ONE OF THE NUMBERS CORRESPONDING TO THE REPORT YOU WISH TO PRINT)  +
+                                                                            +
+  MESSAGE:  ENTER A VALUE OF EITHER 1 OR 2 OR 3 OR 4                        +
+                  F3=EXIT      F7=PAGE UP      F8=PAGE DOWN                  +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

If you select #1 at Figure 6-61, the following screen appears.

Figure 6-62

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCP8            RD FOCUS AD HOC REPORTING SYSTEM              03/04/97 +
+ ASL721       COMMUNITY PROGRAM PARAMETER SELECTION SCREEN      PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   AVERAGE FINANCIAL ASSISTANCE - LOANS (CPN12A)          +
+ ENTER PROGRAM AREA CODE ( CF OR CFA OR WW ) ===>                          +
+ ENTER STATE CODE (EX ALABAMA = AL)         ===>                          +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)  ===>  1.                      +
+                              ===>  2.     ===>  3.                        +
+ ENTER DIST CODE (3 DIGITS 701-749)         ===>  1.                      +
+                              ===>  2.     ===>  3.                        +
+ ENTER FUND CODE (2 DIGITS)                 ===>                          +
+ ENTER DATES (MMDDYY):  BEGINNING DATE          ENDING DATE                +
+ ENTER APPLICANT TYPE CODE (1 DIGIT)        ===>                          +
+ ENTER SECURITY BASIS CODE (1 DIGIT)        ===>                          +
+ ENTER SIC CODE (4 DIGITS)        ===>  1.        2.         3.           +
+ ENTER TYPE SERVICE CODE (2 DIG.)  ===>  1.        2.         3.          +
+  MESSAGE:  ENTRY OF DATE PARAMETERS ARE OPTIONAL FOR THE REPORT.          +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN       +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CPN12A

Intentionally left blank - replace with hard copy of report CPN12B

Intentionally left blank - replace with hard copy of report CPN12C

Intentionally left blank - replace with hard copy of report CPN12D

REPORT 14 - SUMMARY REPORT - ANNUAL AUDITS AND REPORTS

This report provides a summary of each type of audit and annual report due by Program Area and by State.

Information provided on the reports includes:

A.   State
B.   A-133 Audits Due
C.   A-133 Audits Received
D.   A-128 Over 13 Months
E.   Other - Audits Received
F.   Other - Audits Due
G.   Other - Over 90 Days
H.   Annual Reports Due
I.   Annual Reports Received
J.   Annual Reports Over 60 Days

Parameters Required:

None
Do not enter District or Fund Code

Figure 6-63

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPA            RD FOCUS AD HOC REPORTING SYSTEM             03/04/97 +
+ ASL721        COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   SUMMARY REPORT - ANNUAL AUDITS AND REPORTS (CPN14)     +
+ ENTER PROGRAM AREA CODE (CF OR CFA OR WW)   ===>                           +
+ ENTER STATE CODE (EX ALABAMA = AL)          ===>                           +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 750-799)   ===>  1.                       +
+                                             ===>  2.                       +
+                                             ===>  3.                       +
+ ENTER DIST CODE (3 DIGITS 701-749)          ===>  1.                       +
+                                             ===>  2.                       +
+                                             ===>  3.                       +
+ ENTER FUND CODE (2 DIGITS)                  ===>                           +
+ ENTER DATES (MMDDYY):  BEGINNING DATE            ENDING DATE               +
+ ENTER TYPE AUDIT (1 DIGIT)                  ===>                           +
+                                                                            +
+  MESSAGE:  DO NOT ENTER SPEC, DIST OR FUND CODES ON CPN14.                 +
+       F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN         +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CPN14

REPORT 21A - AVERAGE USER RATE REPORTS

This report provides a list by state, of the average user rate for projects obligated in the selected time frame. An obligation will only be included in the report if the obligation date is within the time frame selected.

Information provided on the reports includes:

      A.   State
      B.   Average User Rate
      C.   Average Similar System
      D.   Average Total Project Cost
      E.   Total Water Users
      F.   Total Waste Users
      G.   Total Water EDUs
      H.   Total Waste EDUs

Parameters Required:

      None

      If no date parameters are indicated, the system will list borrowers with due dates between "00/00/00" and the current date.

Suggested Uses:

      Comparing user rates throughout states to determine averages.

Figure 6-64

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOCPRD              RD FOCUS AD HOC REPORTING SYSTEM              03/01/00 +
+ AFU028    RCFTS COMMUNITY PROGRAMS PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
 +++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+                                                                             +
+                       WW AVERAGE USER RATE REPORTS                          +
+                                                                             +
+                                                                             +
+                 1 - AVERAGE USER RATES                                       +
+                 2 - DETAILED LISTING OF USER RATES                          +
+                                                                             +
+                                                                             +
+                                                                             +
+                        ENTER YOUR SELECTION  ===>                           +
+   (TYPE ONE OF THE NUMBERS CORRESPONDING TO THE REPORT YOU WISH TO PRINT)   +
+                                                                             +
+   MESSAGE:   ENTER A VALUE OF EITHER 1 OR 2                                 +
+                    F3=EXIT        F7=PAGE UP        F8=PAGE DOWN             +
 +++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

If you select #1 at Figure 6-64, the following screen appears.

Figure 6-65

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPB             RD FOCUS AD HOC REPORTING SYSTEM              03/01/00 +
+ AFU028         COMMUNITY PROGRAM PARAMETER SELECTION SCREEN     PAGE 1 OF 1 +
 +++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ REPORT SELECTED: AVERAGE USER RATES (CPN21A)                                +
+ ENTER PROGRAM AREA CODE ( WW OR WWA ONLY  ) ===>                            +
+ ENTER STATE CODE (EX ALABAMA = AL)          ===>                           +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 701-799)   ===>  1.                        +
+                            ===>  2.    ===>  3.                             +
+ ENTER DIST CODE (3 DIGITS 701-749)          ===>  1.                        +
+                            ===>  2.    ===>  3.                             +
+ ENTER FUND CODE (2 DIGITS)                   ===>                           +
+ ENTER DATES (MMDDYY):  BEGINNING DATE           ENDING DATE                 +
+ ENTER APPLICANT TYPE CODE (1 DIGIT)         ===>  1.     2.     3.          +
+ ENTER TYPE OF ASSISTANCE CODES              ===>  1.     2.     3.          +
+  MESSAGE:  ENTRY OF DATE PARAMETERS ARE OPTIONAL FOR THE REPORT.           +
+       F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN         +
 +++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CPN21A

REPORT 21B – DETAILED AVERAGE USER RATES

This report provides a list, by obligation, of system details as well as average user and similar system rates and total project costs.

Information provided on the reports includes:

        A.   Name of the Borrower
        B.   Type of System
        C.   Fund Code
        D.   Type of Distribution/Collection used
        E.   Type of Source/Disposal
        F.   Type of Treatment
        G.   Average User Rates
        H.   Average Similar System Rates
        I.   Total Project Cost

Parameters Required:

      None

Suggested Uses:

      Comparing system and user costs by type of system.

Figure 6-66

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOCPRD             RD FOCUS AD HOC REPORTING SYSTEM              03/01/00 +
+ AFU028    RCFTS COMMUNITY PROGRAMS PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
+ +++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+                                                                            +
+                      WW AVERAGE USER RATE REPORTS                          +
+                                                                            +
+                                                                            +
+                 1 - AVERAGE USER RATES                                     +
+                 2 - DETAILED LISTING OF USER RATES                         +
+                                                                            +
+                                                                            +
+                                                                            +
+                       ENTER YOUR SELECTION  ===>                           +
+   (TYPE ONE OF THE NUMBERS CORRESPONDING TO THE REPORT YOU WISH TO PRINT)  +
+                                                                            +
+   MESSAGE:   ENTER A VALUE OF EITHER 1 OR 2                                +
+                  F3=EXIT       F7=PAGE UP        F8=PAGE DOWN               +
+ +++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

If you select #2 at Figure 6-66, the following screen appears.

Figure 6-67

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGORCPB              RD FOCUS AD HOC REPORTING SYSTEM             03/01/00 +
+ AFU028         COMMUNITY PROGRAM PARAMETER SELECTION SCREEN    PAGE 1 OF 1 +
+ +++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ REPORT SELECTED: DETAILED LISTING OF USER RATES  (CPN21B)                  +
+ ENTER PROGRAM AREA CODE ( WW OR WWA ONLY  ) ===>                           +
+ ENTER STATE CODE (EX ALABAMA = AL)          ===>                           +
+ ENTER SPEC SERV/MAIL CODE (3 DGT 701-799)   ===>  1.                       +
+                              ===>  2.       ===>  3.                       +
+ ENTER DIST CODE (3 DIGITS 701-749)          ===>  1.                       +
+                              ===>  2.       ===>  3.                       +
+ ENTER FUND CODE (2 DIGITS)                   ===>                          +
+ ENTER DATES (MMDDYY):  BEGINNING DATE           ENDING DATE                +
+ ENTER APPLICANT TYPE CODE (1 DIGIT)          ===>  1.      2.      3.       +
+ ENTER TYPE OF ASSISTANCE CODES               ===>  1.      2.      3.       +
+  MESSAGE:  ENTRY OF DATE PARAMETERS ARE OPTIONAL FOR THE REPORT.           +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN        +
+ +++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report CPN21B

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SECTION 7.0

BUSINESS AND INDUSTRY REPORTS

The following are descriptions and samples of the Business and Industry FOCUS Reports that can be produced using the RCFTS data.

<u>State and District Office Reports</u>

<u>Report</u>	<u>Report Name</u>
1	Loans Obligated Report
2	Problem/Delinquent Servicing Report
3	Reports Due Report
4	Visits Due Report
5	Servicing Information
6	Status Summary Report
7	Active Preapplications and Applications & Obligations
8	Active Lender List Report
9	Alphabetized List by Borrower Report
10	Direct Loans Report
11	Loans with Job Information Report
12	Report of Loss
13	Lender/Borrower List Report
14	Empowerment Zones/Enterprise Communities/Champion Communities

<u>National Office Reports</u>

<u>Report</u>	<u>Report Name</u>
1	Portfolio Status
2	BI Borrowers Ever Closed
9	Report of Obligations
10	Loans Obligated
11	Empowerment Zones/Enterprise Communities/Champion Communities

When generating a report, the user can choose certain parameters around which the report is to be based. The system will prompt the user for the parameters. A description of each report is provided on the following pages. The parameters which are required by the system (i.e., those parameters which must be entered in order for the report to be generated) are also listed in the description of each report.

> **NOTE**: If the user is prompted for a Beginning and Ending Date parameter and these parameters are not required, the system will default to "00/00/00" for the Beginning Date parameter and today's date for the Ending Date parameter.

Missing date data will be printed as "." (a period).

Except where noted, up to three District Codes (e.g., 701, 702, 703), three Congressional District Codes (e.g., 01, 02, 03), four NAIC Codes (e.g. 9981), and two Source of Funds Codes (e.g., 1, 2) may be selected for each report. For all these codes, if no selections are made (all left blank), all records will be included; i.e., if a District Code(s) is not selected, the report will include the entire state by district.

Also, where Status Codes have been precoded into reports, a selection of up to five codes within the range provided for in the report may be made.

NOTE: The following information applies to all reports you attempt to access.

After you designate the desired parameters, press Enter. The following message will appear: "*******REPORT IN PROGRESS*******." This may display for some time. Some additional information will appear, which you should ignore. The message "PAUSE...PLEASE ISSUE CARRIAGE RETURN WHEN READY" will then appear. When this message appears, press Enter to prompt the actual report screen.

If "MORE" appears at the bottom of the page, there are additional pages to the report. You can use the function keys to scroll up and down through the pages. "END OF REPORT" will appear when you have reached the last page of the report.

If "MORE" and an arrow appears, the report is too wide to fit on the screen and you can use the functions keys to scroll right and left to view the entire report.

REPORT 1 - LOANS OBLIGATED REPORT

The B&I Loans Obligated Report provides the characteristics of the loans for each district by individual case. These characteristics are:

A.   Borrower Name
B.   Facility Identification
C.   Status Code
D.   Special Initiative Code
E.   Population of the Nearest Town
F.   Interest Rate Was Lowered To
G.   Type of Interest Code
H.   Interest Rate at Approval
I.   Amount of Obligation
J.   Date Obligated
K.   Total Deobligated
L.   State and District Totals for Above

Required Parameters:

Date Range is optional for this report. (Selection is made on Date of Obligation.)

No Congressional District selection may be used.

The Status Codes shown below have been coded in the program that generates this report. However, if desired, a subset of Status Codes may be selected on the parameter screen, but they must be within the range shown below -

302 through 571

See following Sample Report.

Suggested Uses:

       A.   Monitor completion and accuracy of information required by date of obligation.

       B.   Monitor funds obligated.

       C.   Freedom of Information requests.

Figure 7 - 1

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIPC          RD FOCUS AD HOC REPORTING SYSTEM            03/02/00 +
+ AFU028   RCFTS BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   LOANS OBLIGATED BY RD DIST (BI01)                    +
+   ENTER STATE CODE (EX ALABAMA = AL)      ===>                           +
+   ENTER SPEC SERV/MAIL CODE (2 DIGITS)    ===> 1.      2.      3.        +
+   ENTER DIST CODE (3 DIGITS 701-749)      ===> 1.      2.      3.        +
+   ENTER CONGRESS. DISTRICT CODE (2 DIGITS) ===>                         +
+   ENTER NAICS CODE (6 DIGITS)          ===> 1.      2.      3.          +
+   ENTER SPECIAL INITIATIVE(S)   (1 DIGIT) ===> 1.   2.   3.   4.   5.   +
+   ENTER DATES (MMDDYY):  BEGINNING DATE          ENDING DATE            +
+   ENTER SOURCE OF FUND CODE(S)  (1 DIGIT)  ===> 1.     2.               +
+   ENTER STATUS CODE RANGE (UP TO 5 RANGES) ===> 1. FROM      TO         +
+             ===> 2. FROM       TO      ===> 3. FROM      TO             +
+             ===> 4. FROM       TO      ===> 5. FROM      TO             +
+                                                                         +
+  MESSAGE:  ALL OPTIONS BUT CONG. DISTRICT MAY BE USED.                  +
+       F1=HELP   F3=EXIT  F4=STATE HELP   F7=PAGE UP   F8=PAGE DOWN      +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report BI01

REPORT 2 - PROBLEM/DELINQUENT ACTIVE SERVICING REPORT

The Problem/Delinquent Active Servicing Report is a listing of loans currently coded as problem, delinquent, or in liquidation in order by Status Code. Information on this list includes:

   A. Borrower Name
   B. District
   C. Facility Location
   D. Request Number
   E. Loan Classification
   F. Status Code
   G. Status Date
   H. Total Loan Amount for Borrower
   I. Number of Borrowers
   J. State Totals for above

Required Parameters:

   No Date selection capability is provided.

   The Status Codes shown below have been coded in the program that generates this report. However, if desired, a subset of Status Codes may be selected on the parameter screen, but they must be within the range shown below -

   501 through 546 and 566

   See following Sample Report.

Suggested Uses:

   A. Monitor accuracy of current status codes and classification code.
   B. Furnish National Office with Quarterly Problem/Delinquent case report.
   C. Concise listing of problem/delinquent borrowers for desk reference.

Figure 7 - 2

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIPR            RD FOCUS AD HOC REPORTING SYSTEM              03/02/00 +
+ AFU028   RCFTS BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   PROBLEM/DELINQUENT ACTIVE SERVICING REPT (BI02)       +
+    ENTER STATE CODE (EX ALABAMA = AL)      ===>                           +
+    ENTER SPEC SERV/MAIL CODE (2 DIGITS)    ===>  1.     2.     3.         +
+    ENTER DIST CODE (3 DIGITS 701-749)      ===>  1.     2.     3.         +
+    ENTER CONGRESS. DISTRICT CODE (2 DIGITS) ===>                         +
+    ENTER NAICS CODE (6 DIGITS)        ===>  1.      2.      3.          +
+    ENTER DATES (MMDDYY):  BEGINNING DATE          ENDING DATE            +
+    ENTER SOURCE OF FUND CODE(S)  (1 DIGIT)  ===>  1.     2.             +
+    ENTER STATUS CODE RANGE (UP TO 5 RANGES) ===>  1.  FROM        TO      +
+                                          ===>  2.  FROM        TO      +
+                                          ===>  3.  FROM        TO      +
+                                          ===>  4.  FROM        TO      +
+                                          ===>  5.  FROM        TO      +
+  MESSAGE:  DO NOT ENTER VALUES FOR DATE PARAMETERS.                      +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN      +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report BI02

REPORT 3 - REPORTS DUE

The Reports Due lists borrowers by district and gives the dates listed below.

Information on this report includes:

    A.   District
    B.   Borrower Name
    C.   Date Fiscal Year End Audit Statement is Due
    D.   Date Fiscal Year End Audit Statement was Received
    E.   Status Code
    F.   Date Interim Statement is Due
    G.   Date Interim Statement was Received
    H.   Date Statement Due on Personal/Corporate Guarantor is Due
    I.   Date Other Due 1 is due and/or Other Due 2 is due

Required Parameters:

Date Range is required. Selection is made on:

1.   Date Annual Audit Due
2.   Date Interim Statement Due
3.   Date Guarantor's Statement Due
4.   Date Other Due 1 Due
5.   Date Other Due 2 Due

The Status Codes shown below have been coded in the program that generates this report. However, if desired, a subset of Status Codes may be selected on the parameter screen, but they must be within the range shown below -

401 through 546 and
566 except 490 and 491.

See following Sample Report.

Suggested Uses:

    A.   Management system for Field Office for follow up of various due dates.
    B.   Work organization meetings and schedules for monthly calendar, for telephone call, visit, or letter.
    C.   Monitor servicing activities of office.

Figure 7 - 3

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIPR            RD FOCUS AD HOC REPORTING SYSTEM            03/04/97 +
+ ASL70N   RCFTS BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   REPORTS DUE (BI03)                                     +
+    ENTER STATE CODE (EX ALABAMA = AL)       ===>                           +
+    ENTER SPEC SERV/MAIL CODE (2 DIGITS)     ===> 1.      2.      3.        +
+    ENTER DIST CODE (3 DIGITS 701-749)       ===> 1.      2.      3.        +
+    ENTER CONGRESS. DISTRICT CODE (2 DIGITS) ===>                           +
+    ENTER NAICS CODE (4 DIGITS)                  ===> 1.      2.      3.     +
+    ENTER DATES (MMDDYY):  BEGINNING DATE          ENDING DATE              +
+    ENTER SOURCE OF FUND CODE(S)  (1 DIGIT)  ===> 1.      2.                +
+    ENTER STATUS CODE RANGE (UP TO 5 RANGES) ===>  1.  FROM        TO       +
+                                             ===>  2.  FROM        TO       +
+                                             ===>  3.  FROM        TO       +
+                                             ===>  4.  FROM        TO       +
+                                             ===>  5.  FROM        TO       +
+  MESSAGE:  ENTRY OF DATE PARAMETERS REQUIRED FOR THIS REPORT.             +
+       F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN        +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 7 - 4

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIP2            RD FOCUS AD HOC REPORTING SYSTEM            03/04/97 +
+ ASL70N     RCFTS BUS. & INDUS. PARAMETER SELECTION SCREEN      PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+                                                                            +
+   TYPE ONE OF THE NUMBERS CORRESPONDING TO THE DATE YOU WISH TO SELECT ON: +
+                                                                            +
+                                                                            +
+                    1  -  DATE ANNUAL AUDIT IS DUE                          +
+                    2  -  INTERIM STATEMENT IS DUE                          +
+                    3  -  DATE GUARANTORS STATEMENT IS DUE                  +
+                    4  -  DATE OTHER DUE1 IS DUE                            +
+                    5  -  DATE OTHER DUE2 IS DUE                            +
+                                                                            +
+                                                                            +
+                         ENTER SELECTION  ==>                              +
+                                                                            +
+  MESSAGE:  ENTER A SELECTION VALUE OF 1 TO 5.                             +
+                 F3=EXIT      F7=PAGE UP      F8=PAGE DOWN                  +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report BI03

REPORT 4 - VISITS DUE

The Visits Due Report lists borrowers by district and gives the dates listed below.

Information on this report includes:

    A.   District
    B.   Borrower Name
    C.   Date Next Visit to Lender is Due
    D.   Date of Last Visit to Lender
    E.   Date Next Visit to Borrower is Due
    F.   Date of Last Visit to Borrower
    G.   Date Next Job Audit is Due

Required Parameters:

Date Range is required. Selection is made on:

    1.   Date Next Visit is Due to Lender
    2.   Date Next Visit is Due to Borrower
    3.   Date Next Job Audit is Due

The Status Codes shown below have been coded in the program that generates this report. However, if desired, a subset of Status Codes may be selected on the parameter screen, but they must be within the range shown below -

401 through 546 and
566 except 490 and 491.

See following Sample Report.

Suggested Uses:

    A.   Management system for servicing office.
    B.   Work organization meetings and schedules for monthly calendar for visits.
    C.   Monitor servicing activities of office.

Figure 7 - 5

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIPR              RD FOCUS AD HOC REPORTING SYSTEM              03/04/97 +
+ ASL70N   RCFTS BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   VISITS DUE        (BI04)                                +
+    ENTER STATE CODE (EX ALABAMA = AL)      ===>                             +
+    ENTER SPEC SERV/MAIL CODE (2 DIGITS)    ===>  1.      2.       3.        +
+    ENTER DIST CODE (3 DIGITS 701-749)      ===>  1.      2.       3.        +
+    ENTER CONGRESS. DISTRICT CODE (2 DIGITS) ===>                           +
+    ENTER NAICS CODE (4 DIGITS)                  ===> 1.      2.       3.    +
+    ENTER DATES (MMDDYY):  BEGINNING DATE           ENDING DATE              +
+    ENTER SOURCE OF FUND CODE(S) (1 DIGIT)  ===> 1.      2.                  +
+    ENTER STATUS CODE RANGE (UP TO 5 RANGES) ===> 1.  FROM        TO         +
+                                             ===> 2.  FROM        TO         +
+                                             ===> 3.  FROM        TO         +
+                                             ===> 4.  FROM        TO         +
+                                             ===> 5.  FROM        TO         +
+  MESSAGE:  ENTRY OF DATE PARAMETERS REQUIRED FOR THIS REPORT.              +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP    F8=PAGE DOWN       +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 7 - 6

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIP3              RD FOCUS AD HOC REPORTING SYSTEM              03/04/97 +
+ ASL70N       RCFTS BUS. & INDUS. PARAMETER SELECTION SCREEN    PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+                                                                            +
+   TYPE ONE OF THE NUMBERS CORRESPONDING TO THE DATE YOU WISH TO SELECT ON: +
+                                                                            +
+                  1  -  DATE LENDER VISIT DUE                               +
+                                                                            +
+                  2  -  DATE BORROWER VISIT DUE                             +
+                                                                            +
+                  3  -  DATE JOB AUDIT DUE                                  +
+                                                                            +
+                                                                            +
+                                                                            +
+                     ENTER YOUR SELECTION  ===>                            +
+                                                                            +
+  MESSAGE:  ENTER A VALUE FROM 1 TO 3.                                      +
+                  F3=EXIT     F7=PAGE UP     F8=PAGE DOWN                    +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report BI04

REPORT 5 - SERVICING INFORMATION

The Servicing Information Report lists borrowers by district and gives the information listed below.

Information on this report includes:

- A. District
- B. Borrower Name
- C. Date Conditional Commitment Issued
- D. Date Conditional Commitment Expires
- E. Date Conditional Commitment Extented
- F. Date Moratorium Expires
- G. Date Subordination Expires
- H. Guaranteed Portion Repurchased By

Required Parameters:

Date Range is required. Field Name selection is made on:

1. Date Conditional Commitment Issued
2. Date Conditional Commitment Expires
3. Date Conditional Commitment Extended
4. Date Moratorium Expires
5. Date Subordination Expires
6. Guaranteed Portion Repurchased By

If number 5 above is selected, only records with an entry in this field will be selected.

The Status Codes shown below have been coded in the program that generates this report. However, if desired, a subset of Status Codes may be selected on the parameter screen, but they must be within the range shown below -

302

401 through 546 and 566 except 490 and 491

See following Sample Report.

Suggested Uses:

       A.   Management tool for servicing office.
       B.   Work organization meetings and schedules for monthly calendar for visits or letter.
       C.   Monitor servicing activities of office.

Figure 7 - 7

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIPR            RD FOCUS AD HOC REPORTING SYSTEM            03/04/97 +
+ ASL70N   RCFTS BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   SERVICING INFORMATION (BI05)                        +
+    ENTER STATE CODE (EX ALABAMA = AL)      ===>                         +
+    ENTER SPEC SERV/MAIL CODE (2 DIGITS)    ===>  1.     2.     3.       +
+    ENTER DIST CODE (3 DIGITS 701-749)      ===>  1.     2.     3.       +
+    ENTER CONGRESS. DISTRICT CODE (2 DIGITS) ===>                        +
+    ENTER NAICS CODE (4 DIGITS)                 ===>  1.     2.     3.   +
+    ENTER DATES (MMDDYY):  BEGINNING DATE           ENDING DATE          +
+    ENTER SOURCE OF FUND CODE(S)  (1 DIGIT)  ===>  1.     2.             +
+    ENTER STATUS CODE RANGE (UP TO 5 RANGES) ===>  1.  FROM      TO      +
+                                            ===>  2.  FROM      TO      +
+                                            ===>  3.  FROM      TO      +
+                                            ===>  4.  FROM      TO      +
+                                            ===>  5.  FROM      TO      +
+  MESSAGE:  ENTRY OF DATE PARAMETERS REQUIRED FOR THIS REPORT.          +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN    +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 7 - 8

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIP4            RD FOCUS AD HOC REPORTING SYSTEM            03/06/97 +
+ ASL70N      RCFTS BUS. & INDUS. PARAMETER SELECTION SCREEN     PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+                                                                         +
+   TYPE ONE OF THE NUMBERS CORRESPONDING TO THE DATE YOU WISH TO SELECT ON: +
+                                                                         +
+                   1  -  DATE CONDITIONAL COMMITMENT ISSUED              +
+                   2  -  DATE CONDITIONAL COMMITMENT EXPIRES             +
+                   3  -  DATE MORATORIUM EXPIRES                         +
+                   4  -  DATE SUBORDINATION EXPIRES                      +
+                   5  -  GUARANTEED PORTION REPURCHASED                  +
+                                                                         +
+                                                                         +
+                                                                         +
+                   ENTER YOUR SELECTION  ===>                            +
+                                                                         +
+  MESSAGE:  ENTER A VALUE FROM 1 TO 5.                                   +
+                 F3=EXIT     F7=PAGE UP      F8=PAGE DOWN                 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report BI05

REPORT 6 - STATUS SUMMARY REPORT

The Status Summary Report produces, by district, a summary by Status Code of all B&I projects on RCFTS.

Information on this report includes:

    A.   Borrower Name
    B.   Standard Industrial Classification (NAIC) Code
    C.   Facility Identification
    D.   Special Initiative Code
    E.   Request Number
    F.   Loan Classification
    G.   Status Code
    H.   Current Status Date
     I.   Lender Name
    J.   Amount of Assistance

Required Parameters:

    Date Range is optional (Selection is made on Status Date.) If no date range is entered, all records within specified Status Codes will be selected.

    Status Codes are not coded in the program. Choose Status Codes on the parameter screen. If no Status Codes are specified, all Status Codes will be reported.

    See following Sample Report.

Suggested Uses:

        A.   Desk reference.

        B.   Freedom of Information requests.

        C.   List of borrowers/applicants in particular status (i.e., all preapplications, obligations, problem loans, special initiative codes, etc.)

        D.   Monitor accuracy of current status codes and loan classification code.

Figure 7 - 9

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIPC          RD FOCUS AD HOC REPORTING SYSTEM              03/02/00 +
+ AFU028   RCFTS BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   STATUS SUMMARY REPORT (BI06)                          +
+   ENTER STATE CODE (EX ALABAMA = AL)       ===>                           +
+   ENTER SPEC SERV/MAIL CODE (2 DIGITS)    ===> 1.      2.      3.          +
+   ENTER DIST CODE (3 DIGITS 701-749)      ===> 1.      2.      3.          +
+   ENTER CONGRESS. DISTRICT CODE (2 DIGITS) ===>                           +
+   ENTER NAICS CODE (6 DIGITS)           ===> 1.       2.      3.          +
+   ENTER SPECIAL INITIATIVE(S)   (1 DIGIT) ===> 1.   2.   3.   4.   5.     +
+   ENTER DATES (MMDDYY):  BEGINNING DATE          ENDING DATE              +
+   ENTER SOURCE OF FUND CODE(S)  (1 DIGIT) ===> 1.      2.                 +
+   ENTER STATUS CODE RANGE (UP TO 5 RANGES) ===> 1. FROM      TO           +
+             ===> 2. FROM       TO     ===> 3. FROM       TO               +
+             ===> 4. FROM       TO     ===> 5. FROM       TO               +
+                                                                           +
+  MESSAGE:  ENTRY OF DATE PARAMETERS ARE OPTIONAL FOR THE REPORT.          +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN       +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank – replace with hard copy of report BI06

REPORT 7 - ACTIVE PREAPPLICATIONS, APPLICATIONS AND OBLIGATIONS

This report lists the current status of active preapplications and applications by district. Information provided on this report includes:

    A.   Borrower Name
    B.   North American Industrial Classification (NAIC) Code
    C.   Priority Weight
    D.   Special Initiative Codes
    E.   Facility Identification
    F.   Status Code
    G.   Current Status
    H.   Current Status Date
    I.   Amount of Assistance

Required Parameters:

No Date selection capability is provided.

The Status Codes shown below have been coded in the program that generates this report. However, if desired, a subset of Status Codes may be selected on the parameter screen, but they must be within the range shown below -

        101 through 147
        201 through 247
        302

See following Sample Report.

Suggested Uses:

    A.   Desk reference.

    B.   Freedom of Information requests.

    C.   Management tool for processing preapplications and applications to closing.

    D.   Allocation planning.

Figure 7 - 10

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIPC            RD FOCUS AD HOC REPORTING SYSTEM                03/02/00 +
+ AFU028   RCFTS BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   ACTIVE PREAPPLIC., APPLIC., AND OBLIG. REPORT (BI07)   +
+   ENTER STATE CODE (EX ALABAMA = AL)        ===>                           +
+   ENTER SPEC SERV/MAIL CODE (2 DIGITS)      ===> 1.     2.      3.         +
+   ENTER DIST CODE (3 DIGITS 701-749)        ===> 1.     2.      3.         +
+   ENTER CONGRESS. DISTRICT CODE (2 DIGITS) ===>                            +
+   ENTER NAICS CODE (6 DIGITS)         ===> 1.      2.       3.             +
+   ENTER SPECIAL INITIATIVE(S)   (1 DIGIT) ===> 1.   2.   3.   4.   5.      +
+   ENTER DATES (MMDDYY):  BEGINNING DATE          ENDING DATE               +
+   ENTER SOURCE OF FUND CODE(S)  (1 DIGIT)  ===> 1.      2.                 +
+   ENTER STATUS CODE RANGE (UP TO 5 RANGES) ===> 1. FROM      TO            +
+             ===> 2. FROM       TO     ===> 3. FROM      TO                 +
+             ===> 4. FROM       TO     ===> 5. FROM      TO                 +
+                                                                            +
+  MESSAGE:  DO NOT ENTER VALUES FOR DATE PARAMETERS.                        +
+       F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN        +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report BI07

REPORT 8 - ACTIVE LENDER LIST REPORT

This report lists the Active Closed Loans by Lender. Information on this report includes:

    A.   State
    B.   Lender Name
    C.   Town and State
    D.   Certified Lender Status
    E.   Date Authorized
    F.   Expiration Date
    G.   Lender Tax ID
    H.   Number of Borrowers by Lender
    I.   Total Amount of Loans by Lender

Required Parameters:

No Date or NAIC Code selection capability is provided.

The Status Codes shown below have been coded in the program that generates this report. However, if desired, a subset of Status Codes may be selected on the parameter screen, but they must be within the range shown below -

               401 through 411
               501 through 546
               566 through 566

See following Sample Report.

Suggested Uses:

    A.   Desk reference of active lenders.
    B.   Freedom of Information requests.

Figure 7 - 11

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIPR            RD FOCUS AD HOC REPORTING SYSTEM            03/04/97 +
+ ASL70N   RCFTS BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   ACTIVE LENDER LIST (BI08)                            +
+    ENTER STATE CODE (EX ALABAMA = AL)      ===>                          +
+    ENTER SPEC SERV/MAIL CODE (2 DIGITS)    ===> 1.     2.      3.        +
+    ENTER DIST CODE (3 DIGITS 701-749)      ===> 1.     2.      3.        +
+    ENTER CONGRESS. DISTRICT CODE (2 DIGITS) ===>                         +
+    ENTER NAICS CODE (4 DIGITS)                 ===> 1.     2.      3.    +
+    ENTER DATES (MMDDYY):  BEGINNING DATE          ENDING DATE            +
+    ENTER SOURCE OF FUND CODE(S)  (1 DIGIT) ===> 1.     2.               +
+    ENTER STATUS CODE RANGE (UP TO 5 RANGES) ===> 1.  FROM        TO      +
+                                            ===> 2.  FROM        TO      +
+                                            ===> 3.  FROM        TO      +
+                                            ===> 4.  FROM        TO      +
+                                            ===> 5.  FROM        TO      +
+  MESSAGE:  ALL OPTIONS EXCEPT NAIC AND DATE MAY BE SELECTED.             +
+        F1=HELP   F3=EXIT  F4=STATE HELP   F7=PAGE UP   F8=PAGE DOWN      +
  +++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report BI08

REPORT 9 - ALPHABETIZED LIST BY BORROWER REPORT

This report is an alphabetized list by borrower. Information on this report includes:

    A.   State
    B.   Borrower Name
    C.   Case Number
    D.   Borrower Location
    E.   Loan Classification
    F.   Status Code
    G.   Status Date
    H.   Amount of Assistance
    I.   Percent Guaranteed
    J.   Guarantee Fee

Required Parameters:

Date Range is optional. (Selection is made on Status Date.) If no Date Range is specified, all records within specified Status Codes will be selected.

Status Codes are not coded in the program. Choose Status Codes on the parameter screen. If no Status Codes are specified, all Status Codes will be reported.

See following Sample Report.

Suggested Uses:

    A.   Desk reference of borrowers.
    B.   Freedom of Information requests.

Figure 7 - 12

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIPR            RD FOCUS AD HOC REPORTING SYSTEM               03/04/97 +
+ ASL70N   RCFTS BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:    ALPHABETIZED LIST BY BORROWER (BI09)                  +
+    ENTER STATE CODE (EX ALABAMA = AL)       ===>                           +
+    ENTER SPEC SERV/MAIL CODE (2 DIGITS)     ===>  1.      2.      3.       +
+    ENTER DIST CODE (3 DIGITS 701-749)       ===>  1.      2.      3.       +
+    ENTER CONGRESS. DISTRICT CODE (2 DIGITS) ===>                           +
+    ENTER NAICS CODE (4 DIGITS)                ===>  1.      2.      3.     +
+    ENTER DATES (MMDDYY):  BEGINNING DATE            ENDING DATE            +
+    ENTER SOURCE OF FUND CODE(S)  (1 DIGIT)  ===>  1.      2.               +
+    ENTER STATUS CODE RANGE (UP TO 5 RANGES) ===>  1.  FROM       TO        +
+                                             ===>  2.  FROM       TO        +
+                                             ===>  3.  FROM       TO        +
+                                             ===>  4.  FROM       TO        +
+                                             ===>  5.  FROM       TO        +
+  MESSAGE:   ENTRY OF DATE PARAMETERS ARE OPTIONAL FOR THE REPORT.          +
+        F1=HELP   F3=EXIT   F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN       +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report BI09

REPORT 10 - DIRECT LOANS REPORT

This report produces a listing of Business and Industry direct loans. Information on this report includes:

   A.   Borrower Name
   B.   Case Number
   C.   Borrower Location
   D.   Special Initiative Code
   E.   North American Industrial Classification (NAIC) Code
   F.   Loan Classification
   G.   Status Code
   H.   Status Date
   I.   Amount of Assistance

Required Parameters:

   No Date or Congressional District selection capability is provided.

   Status Codes are not coded in the program. Choose Status Codes on the parameter screen. If no Status Codes are specified, all Status Codes will be reported.

   Selection is made on the Source of Funds Code (2=direct loan). If the Source of Funds Code equals 2, the system will include the loan in the report.

   See following Sample Report.

Suggested Uses:

   A.   Desk reference of direct loan borrowers.
   B.   Freedom of Information requests.

Figure 7 - 13

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIPS             RD FOCUS AD HOC REPORTING SYSTEM            03/02/00 +
+ AFU028   RCFTS BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   DIRECT LOANS (BI10)                                   +
+    ENTER STATE CODE (EX ALABAMA = AL)       ===>                          +
+    ENTER SPEC SERV/MAIL CODE (2 DIGITS)     ===>  1.     2.     3.         +
+    ENTER DIST CODE (3 DIGITS 701-749)       ===>  1.     2.     3.         +
+    ENTER NAICS CODE (6 DIGITS)        ===>  1.      2.      3.             +
+    ENTER SPECIAL INITIATIVE(S)   (1 DIGIT)  ===>  1.     2.     3.         +
+                                             ===>  4.     5.               +
+    ENTER STATUS CODE RANGE (UP TO 5 RANGES) ===>  1.  FROM       TO        +
+                                             ===>  2.  FROM       TO        +
+                                             ===>  3.  FROM       TO        +
+                                             ===>  4.  FROM       TO        +
+                                             ===>  5.  FROM       TO        +
+                                                                           +
+  MESSAGE:                                                                 +
+       F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN        +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report BI10

REPORT 11 - LOANS WITH JOB INFORMATION REPORT

This report provides a list of loans, by borrower name, with jobs information.
Information on this report includes:

    A.   Borrower Name
    B.   Amount of Assistance
    C.   Current Status
    D.   Date Operational
    E.   Special Initiative Codes
    F.   Jobs Created
    G.   Jobs Saved
    H.   Total Jobs
    I.   Jobs Verified
    J.   Date Verified
    K.   State Totals for above

Required Parameters:

    Date Range is optional (Selection is made on Date Operational). If no Date Range
    is specified, all records within specified Status Codes will be selected.

    The Status Codes shown below have been coded in the program that generates
    this report. However, if desired, a subset of Status Codes may be selected on the
    parameter screen, but they must be within the range shown below -

                  401 through 552 and 566

    See following Sample Report.

Suggested Uses:

    A.   Management/servicing tool for office.
    B.   Freedom of Information requests.
    C.   Monitor job verifications.

Figure 7 - 13

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIPC            RD FOCUS AD HOC REPORTING SYSTEM              03/02/00 +
+ AFU028   RCFTS BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   LOANS WITH JOB INFORMATION (BI11)                      +
+   ENTER STATE CODE (EX ALABAMA = AL)       ===>                           +
+   ENTER SPEC SERV/MAIL CODE (2 DIGITS)     ===> 1.     2.      3.          +
+   ENTER DIST CODE (3 DIGITS 701-749)       ===> 1.     2.      3.          +
+   ENTER CONGRESS. DISTRICT CODE (2 DIGITS) ===>                           +
+   ENTER NAICS CODE (6 DIGITS)         ===> 1.      2.       3.            +
+   ENTER SPECIAL INITIATIVE(S)  (1 DIGIT) ===> 1.   2.   3.   4.   5.      +
+   ENTER DATES (MMDDYY):  BEGINNING DATE          ENDING DATE              +
+   ENTER SOURCE OF FUND CODE(S)  (1 DIGIT) ===> 1.     2.                  +
+   ENTER STATUS CODE RANGE (UP TO 5 RANGES) ===> 1. FROM      TO           +
+               ===> 2. FROM       TO      ===> 3. FROM      TO             +
+               ===> 4. FROM       TO      ===> 5. FROM      TO             +
+                                                                           +
+  MESSAGE:  ENTRY OF DATE PARAMETERS ARE OPTIONAL FOR THE REPORT.          +
+       F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN       +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report BI11

REPORT 12 - REPORT OF LOSS

This report provides a listing of loans, by borrower, where losses have been paid (See important NOTE below). Information on this report includes:

- A. Borrower Name
- B. Amount of Assistance
- C. Current Status
- D. Status Date
- E. Amount of Final Loss
- F. Date Final Loss Paid
- G. Borrower Totals
- H. State Totals for above

Required Parameters:

Date Range is optional. (Selection is made on Status Date.) If no Date Range is specified, all records will be selected.

Status Codes do not have to be entered because they are coded in the program that generates the report. The system will only report those records with Status Codes of 551.

See following Sample Report.

Suggested Uses:

- A. Monitor losses.
- B. Freedom of Information requests.

NOTE: Since the information on losses on guaranteed loans in this report is downloaded from the Guaranteed Loan Accounting System (GLAS), it is important that records in RCFTS match GLAS not only by case number and loan number, but by original loan amount as well.

For example:

A borrower has 3 loans shown in RCFTS as:

Loan No.	Amount	Closed	Status Code
50	$125,000	2/25/83	490
51	$500,000	5/10/86	551
52	$100,000	5/10/86	490

GLAS, however, has the loan numbers for the $500,000 and $100,000 loans reversed, i.e., 52 and 51 respectively. Final loss information from GLAS will incorrectly download into the $100,000 loan in RCFTS since it matches the GLAS loan number 52. Consequently, when this report is run, only the RCFTS loan 51 for $500,000 which is coded 551 will be included in the report for this borrower with $0 as the final loss amount.

Figure 7 - 15

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIPR          RD FOCUS AD HOC REPORTING SYSTEM              03/04/97 +
+ ASL70N    RCFTS BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   REPORT OF LOSS (BI12)                                 +
+    ENTER STATE CODE (EX ALABAMA = AL)       ===>                          +
+    ENTER SPEC SERV/MAIL CODE (2 DIGITS)     ===>  1.     2.      3.       +
+    ENTER DIST CODE (3 DIGITS 701-749)       ===>  1.     2.      3.       +
+    ENTER CONGRESS. DISTRICT CODE (2 DIGITS) ===>                          +
+    ENTER NAICS CODE (4 DIGITS)                 ===>  1.      2.      3.   +
+    ENTER DATES (MMDDYY):  BEGINNING DATE           ENDING DATE            +
+    ENTER SOURCE OF FUND CODE(S) (1 DIGIT)   ===>  1.     2.               +
+    ENTER STATUS CODE RANGE (UP TO 5 RANGES) ===>  1.  FROM       TO       +
+                                             ===>  2.  FROM       TO       +
+                                             ===>  3.  FROM       TO       +
+                                             ===>  4.  FROM       TO       +
+                                             ===>  5.  FROM       TO       +
+  MESSAGE:  STATUS CODES RANGES WILL NOT BE USED IN THIS REPORT.           +
+       F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN       +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report BI12

REPORT 13 - LENDER/BORROWER LIST REPORT

This is a two-part report. The first part lists Lenders alphabetically and the second part lists Applicants/Borrowers alphabetically. The report lists the following information on Lenders and Applicants/Borrowers:

A.   Name of Lender
B.   Lender's Address (Street, City, State, and Zip Code)
C.   Lender's Contact Person (Title, Name, Position, Telephone Number)
D.   Name of Borrower
E.   Borrower's Address (Street, City, State, and Zip Code)
F.   Borrower's Contact Person (Title, Name, Position, Telephone Number)

Required Parameters:

No Date, NAIC Code, or Source of Funds selection capability is provided.

Status Codes are not coded in the program. Choose Status Codes on the parameter screen. If no Status Codes are specified, all Status Codes will be reported.

See following Sample Report.

Suggested Uses:

A.   Desk reference of borrower/lender addresses, phone numbers, and contact people.

Figure 7 - 16

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIPR            RD FOCUS AD HOC REPORTING SYSTEM              03/04/97 +
+ ASL70N   RCFTS BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   LENDER/BORROWER LIST REPORT (BI13)                     +
+    ENTER STATE CODE (EX ALABAMA = AL)      ===>                            +
+    ENTER SPEC SERV/MAIL CODE (2 DIGITS)    ===>  1.      2.      3.        +
+    ENTER DIST CODE (3 DIGITS 701-749)      ===>  1.      2.      3.        +
+    ENTER CONGRESS. DISTRICT CODE (2 DIGITS) ===>                          +
+    ENTER NAICS CODE (4 DIGITS)               ===>  1.      2.      3.     +
+    ENTER DATES (MMDDYY):  BEGINNING DATE           ENDING DATE            +
+    ENTER SOURCE OF FUND CODE(S) (1 DIGIT)  ===>  1.      2.                +
+    ENTER STATUS CODE RANGE (UP TO 5 RANGES) ===>  1.  FROM       TO       +
+                                             ===>  2.  FROM       TO       +
+                                             ===>  3.  FROM       TO       +
+                                             ===>  4.  FROM       TO       +
+                                             ===>  5.  FROM       TO       +
+  MESSAGE:  NAIC, DATES, SOURCE OF FUNDS MAY NOT BE SELECTED.              +
+        F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN      +
 ++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Figure 7 - 17

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIP5            RD FOCUS AD HOC REPORTING SYSTEM              03/04/97 +
+ ASL70N     RCFTS BUS. & INDUS. PARAMETER SELECTION SCREEN    PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+                                                                          +
+   TYPE ONE OF THE NUMBERS CORRESPONDING TO THE REPORT YOU WISH TO PRINT:  +
+                                                                          +
+                                                                          +
+                 1  -  LENDER LIST REPORT                                  +
+                                                                          +
+                 2  -  BORROWER LIST REPORT                                +
+                                                                          +
+                                                                          +
+                                                                          +
+                                                                          +
+                                                                          +
+                   ENTER YOUR SELECTION  ===>                             +
+                                                                          +
+  MESSAGE:  ENTER A VALUE OF EITHER 1 OR 2.                               +
+                F3=EXIT      F7=PAGE UP      F8=PAGE DOWN                  +
 ++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report BI13 - Lender

Intentionally left blank - replace with hard copy of report BI13 - Borrower

REPORT 14 – EMPOWERMENT ZONES/ENTERPRISE COMMUNITIES/CHAMPION COMMUNITIES

Information to be provided in next revision.

National Office Reports

<u>REPORT 1 - PORTFOLIO STATUS</u>

The Portfolio Status Report provides a summary of the number and amount of active applicants/borrowers by State in the status categories listed below:

      A. Preapplications on Hand
      B. Applications on Hand
      C. Obligated Unclosed
      D. Closed/In Operation
      E. Borrowers in Servicing Status
      F. Total of All Statuses

Required Parameters:

      No Date Range, Congressional District, or NAIC Code selection may be used.

      The Status Codes shown below have been coded in the program that generates this report. However, if desired, a subset of Status Codes may be selected on the parameter screen, but they must be within the range shown below -

              101 through 147
              201 through 247
              302
              401 through 411
              501 through 549 and 566

      See following Sample Report.

Suggested Uses:

      A. Management/servicing tool for office.
      B. Desk reference.

Figure 7-18

```
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIP7          RD FOCUS AD HOC REPORTING SYSTEM           03/02/00 +
+ AFU028      BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN    PAGE 1 OF 1 +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   PORTFOLIO STATUS (BIN01)                           +
+ ENTER STATE CODE (EX ALABAMA = AL)          ===>                       +
+ ENTER CONGRESS. DISTRICT CODE (2 DIGITS)    ===>                       +
+ ENTER NAICS CODE (6 DIGITS)                 ===>  1.                   +
+                                             ===>  2.                   +
+                                             ===>  3.                   +
+ ENTER DATES (MMDDYY):  BEGINNING DATE            ENDING DATE           +
+ ENTER SOURCE OF FUND CODE(S)  (1 DIGIT)     ===>  1.     2.            +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)    ===>  1.  FROM      TO     +
+                                             ===>  2.  FROM      TO     +
+                                             ===>  3.  FROM      TO     +
+                                             ===>  4.  FROM      TO     +
+                                             ===>  5.  FROM      TO     +
+  MESSAGE:  ALL OPTIONS EXCEPT CONG. DIST, NAICS, DATE MAY BE USED.     +
+       F1=HELP   F3=EXIT  F4=STATE HELP   F7=PAGE UP   F8=PAGE DOWN     +
+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report BIN01

REPORT 2 - BI BORROWERS EVER CLOSED

The BI Borrowers Ever Closed Report provides a summary of the borrowers closed since program inception by State. Information on this report includes:

    A. State
    B. Number of Borrowers
    C. Cumulative Amount of Assistance
    D. Total of Number of Borrowers and Amount of Assistance

Required Parameters:

    No Date Range or NAIC Code selection may be used.

    The Status Codes shown below have been coded in the program that generates this report. However, if desired, a subset of Status Codes may be selected on the parameter screen, but they must be within the range shown below -

                401 through 491
                501 through 556

    See following Sample Report.

Suggested Uses:

    A. Desk reference.
    B. Freedom of Information Requests.

Figure 7-19

```
 +++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
 + PDGOBIP7          RD FOCUS AD HOC REPORTING SYSTEM                03/02/00 +
 + AFU028      BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN    PAGE 1 OF 1 +
 +++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
 +  REPORT SELECTED:   BORROWERS EVER CLOSED  (BIN02)                         +
 + ENTER STATE CODE (EX ALABAMA = AL)        ===>                            +
 + ENTER CONGRESS. DISTRICT CODE (2 DIGITS)  ===>                            +
 + ENTER NAICS CODE (6 DIGITS)               ===>  1.                        +
 +                                           ===>  2.                        +
 +                                           ===>  3.                        +
 + ENTER DATES (MMDDYY):  BEGINNING DATE            ENDING DATE              +
 + ENTER SOURCE OF FUND CODE(S)  (1 DIGIT)   ===>  1.     2.                 +
 + ENTER STATUS CODE RANGE (UP TO 5 RANGES)  ===>  1.  FROM      TO          +
 +                                           ===>  2.  FROM      TO          +
 +                                           ===>  3.  FROM      TO          +
 +                                           ===>  4.  FROM      TO          +
 +                                           ===>  5.  FROM      TO          +
 +  MESSAGE:  ALL OPTIONS EXCEPT NAICS AND DATE MAY BE SELECTED.             +
 +       F1=HELP    F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN       +
 +++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

REPORT 9 - REPORT OF OBLIGATIONS

The Report of Obligations provides a summary of the loans obligated in a State. Information on this report includes:

    A. State
    B. Number of Loans Obligated
    C. Amount Obligated

Required Parameters:

    Date Range selection is optional for this report. (Selection is made on Date of Obligation.)

    No Congressional District selection may be used.

    The Status Codes shown below have been coded in the program that generates this report. However, if desired, a subset of Status Codes may be selected on the parameter screen, but they must be within the range shown below -

            302
            401 through 411
            501 through 552 and 566

    See following Sample Report.

Suggested Uses:

    A. Monitor completion and accuracy of information required by date of obligation.
    B. Monitor funds obligated.
    C. Freedom of Information requests.
    D. Desk reference.

Figure 7-20

```
 ++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
 + PDGOBIP7            RD FOCUS AD HOC REPORTING SYSTEM            03/04/97 +
 + ASL70N      BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN   PAGE 1 OF 1 +
 ++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
 +  REPORT SELECTED:   REPORT OF OBLIGATIONS (BIN09)                        +
 + ENTER STATE CODE (EX ALABAMA = AL)        ===>                          +
 + ENTER CONGRESS. DISTRICT CODE (2 DIGITS)  ===>                          +
 + ENTER NAICS CODE (4 DIGITS)               ===>  1.                      +
 +                                           ===>  2.                      +
 +                                           ===>  3.                      +
 + ENTER DATES (MMDDYY):  BEGINNING DATE            ENDING DATE            +
 + ENTER SOURCE OF FUND CODE(S)  (1 DIGIT)   ===>  1.     2.               +
 + ENTER STATUS CODE RANGE (UP TO 5 RANGES)  ===>  1.  FROM       TO       +
 +                                           ===>  2.  FROM       TO       +
 +                                           ===>  3.  FROM       TO       +
 +                                           ===>  4.  FROM       TO       +
 +                                           ===>  5.  FROM       TO       +
 +  MESSAGE:  ALL OPTIONS BUT CONG. DISTRICT MAY BE USED.                  +
 +       F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN     +
 ++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
```

Intentionally left blank - replace with hard copy of report BIN09

REPORT 10 - LOANS OBLIGATED

The Loans Obligated Report provides a list of the loans obligated in a State. Information on this report includes:

    A. Borrower Name
    B. Borrower Location
    C. Special Initiative Code
    D. Amount Obligated
    E. Interest Rate
    F. NAIC Code
    G. Lender Name
    H. Lender City
    I. Lender State
    J. Total Amount Obligated

Required Parameters:

    Date Range selection is optional for this report. (Selection is made on Date of Obligation.)

    The Status Codes shown below have been coded in the program that generates this report. However, if desired, a subset of Status Codes may be selected on the parameter screen, but they must be within the range shown below -

                302
                401 through 411
                501 through 552 and 566

    See following Sample Report.

Suggested Uses:

    A. Monitor completion and accuracy of information required by date of
       obligation.
    B. Monitor funds obligated.
    C. Freedom of Information requests.
    D. Desk reference.

Figure 7-21

```
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+ PDGOBIPA            RD FOCUS AD HOC REPORTING SYSTEM              03/02/00 +
+ AFU028      BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN    PAGE 1 OF 1 +
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+  REPORT SELECTED:   LOANS OBLIGATED (BIN10)                               +
+ ENTER STATE CODE (EX ALABAMA = AL)        ===>                            +
+ ENTER CONGRESS. DISTRICT CODE (2 DIGITS)  ===>                            +
+ ENTER NAICS CODE (6 DIGITS)               ===>  1.                        +
+           ===>  2.                        ===>  3.                        +
+ ENTER SPECIAL INITIATIVE(S)   (1 DIGIT)   ===>  1.     2.      3.         +
+                                           ===>  4.     5.                 +
+ ENTER DATES (MMDDYY):  BEGINNING DATE           ENDING DATE               +
+ ENTER SOURCE OF FUND CODE(S)  (1 DIGIT)   ===>  1.     2.                 +
+ ENTER STATUS CODE RANGE (UP TO 5 RANGES)  ===>  1. FROM       TO          +
+           ===>  2. FROM      TO           ===>  3. FROM       TO          +
+           ===>  4. FROM      TO           ===>  5. FROM       TO          +
+                                                                           +
+  MESSAGE:  USE OF ALL SELECTION CRITERIA IS ALLOWED.                      +
+       F1=HELP   F3=EXIT  F4=STATE HELP    F7=PAGE UP   F8=PAGE DOWN       +
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REPORT 11 – EMPOWERMENT ZONES/ENTERPRISE COMMUNITIES/CHAMPION COMMUNITIES

Information to be provided in the next revision.

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APPENDICES

A. RCFTS Fund Codes
B. SIC Codes and Associated Unit Type Codes
C. Unit Type Code Descriptions for RCFTS
D. RCFTS Status Codes for Loans and Grants for Community Programs Subsystem
E. RCFTS Status Codes for Loans for the BI Subsystem
F. Graduation Information
G. Glossary
H. PCI Logon Procedures
I. CP & BI Screens
J. CP & BI Focus Data Elements
K. Empowerment Zone/Enterprise Community and Champion Community Codes

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APPENDIX A

RCFTS FUND CODES

> **NOTE**: This Appendix denotes the program area that RCCP (FOCUS) will
> assign to each Type of Assistance Code.

FUND CODES - WATER AND WASTE FACILITIES
(WW Program Area)

Fund Code	Assistance Type Code	Description
		Loan Only (Direct and Guaranteed Loans)
64**	041	Water Facility Loan to Associations
91	061	Domestic Water Only (Rural Development Insurance Fund)
91	162	Domestic Water Loan Only (EZ/EC)
71**	061	Domestic Water Only (Direct) (Agriculture Credit Insurance Fund)
92	062	Waste Disposal and/or Sewage Treatment Only (Rural Development Insurance Fund)
92	163	Waste Disposal Loan Only - EZ/EC
72**	062	Waste Disposal and/or Sewage Treatment Only (Direct) (Agriculture Credit Insurance Fund)
93	063	Combination Water and Waste Project (Rural Development Insurance Fund)
73**	063	Combination Water and Waste Project (Direct) (Agriculture Credit Insurance Fund)
93	164	Combination Water and Waste Project (EZ/EC) (Loan only)
91	181	Natural Disaster - Domestic Water Only
92	182	Natural Disaster - Waste Disposal Only
93	183	Natural Disaster - Combination Water & Waste Project

** **No new loans made with these fund codes.**

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FUND CODES - WATER AND WASTE FACILITIES (continued)
(WW Program Area)

Fund Code	Assistance Type Code	Description
		Grant Only
00	064	Domestic Water Only
00	064	Domestic Water Only - Droughts
00	165	Domestic Water Only - EZ/EC
00	065	Waste Disposal and/or Sewage Treatment Only
00	166	Waste Disposal and/or Sewage Treatment Only - EZ/EC
00	066	Combination Water and Waste Project
00	093	Emergency Disaster Water Assistance Grant - $75,000 Limit (306A Grants)
00	095	Emergency Disaster Water Assistance Grant - $500,000 Limit (306A Grants)
00	121	Emergency Disaster Water Assistance Grant - $75,000 Limit (306B Grants)
00	122	Emergency Disaster Water Assistance Grant - $500,000 Limit (306B Grants)
00	131	Rural Alaskan Villages - Domestic Water Only
00	132	Rural Alaskan Villages - Waste Disposal Only
00	133	Rural Alaskan Villages - Combination Water & Waste Project
00	171	Section 306C WWD Grants - Water Only (Colonias)
00	172	Section 306C WWD Grants - Waste (Colonias) Disposal/Waste Treatment Only
00	173	Section 306C WWD Grants - Combination Water (Colonias) and Waste Disposal
00	167	Combination Water and Waste Project EZ/EC (Grant only)

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FUND CODES - WATER AND WASTE FACILITIES (continued)
(WW Program Area)

Fund Code	Assistance Type Code	Description
		Grant Only (Continued)
00	184	Domestic Water Only - Natural Disaster
00	185	Waste Disposal Only - Natural Disaster
00	186	Combination Water & Waste Project - Natural Disaster
00	190	Emergency Community Water Assist. - Section 306B (Limit $75,000 - Natural Disaster
00	191	Emergency Community Water Assist. - Section 306B (Limit $50,000 - Natural Disaster)
00	251	Rural Water & Waste Disposal - Natural Disaster Supplemental
00	285	Water & Waste 306C Grant-Native American-Domestic Water Only
00	286	Water & Waste 306C Grant-Native American-Domestic Waste Only
00	287	Water & Waste 306C Grant-Native American-Domestic Combination
		Combination Loans and Grants
91*	067	Domestic Water - Combination Loan/Grant
92*	068	Waste Disposal and/or Sewage Treatment Only
93*	069	Combination Water and Waste Project
91	168	Water Only - EZ/EC
92	169	Waste Disposal Only - EZ/EC
93	170	Combination Water and Waste Projects - EZ/EC
91	192	Domestic Water Only - Natural Disaster
92	193	Waste Disposal Only - Natural Disaster
93	194	Combination Water & Waste Project - Natural Disaster

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FUND CODES - WATER AND WASTE FACILITIES (continued)
(WWA Program Area)

51	072	Resource Conservation and Development (Ins.)
77	072	Resource Conservation and Development (Direct) (Includes grazing, recreation, irrigation and drainage loans funded with RC&D loan funds)
55**	073	SCS Watershed Loan (Serviced by RD/FmHA)
53	073	Watershed (Ins.)
79	073	Watershed (Direct)
52	074	Flood Prevention (Ins.)
78	074	Flood Prevention (Direct)
00	087	Training and Technical Assistance Grant (TAT)
00	085	Appalachian Regional Commission Grant (WWD Regs-NAIC 000005)
00	120	Solid Waste Management Grant
00	086	Economic Development Administration (EDA) Grants

* Note that in RCFTS, the fund code for the loan is used for a combination loan/grant

** No new loans made with these fund codes.

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FUND CODES - COMMUNITY FACILITIES

(CF Program Area)

Fund   Assistance
Code   Type Code   Description

Loan Only (Direct and Guaranteed Loans)

97	243	Community Facility EZ/EC (Guranteed)
97	075	Community Facility (Direct and Guaranteed Loans)
97	142	Community Facility Direct Loan - EZ/EC
97	077	Rural Health Initiative (HHS MOU) (Direct & Guaranteed Loans)

Grant Only

| 00 | 237 | CF Grants |
| 00 | 242 | Community Facility Grants-EZ/EC |

Combination Loan and Grant

97	238	Combination CF Direct Loan/Grant
97	239	Combination CF Guaranteed Loan/Grant
97	250	Community Facility EZ/EC Combination (Direct Loan/Grant)
97	272	Community Facility EZ/EC Combination (Guaranteed Loan/Grant)

FUND CODES - COMMUNITY FACILITIES

(CFA Program Area)

95	070	Recreation Loans (Ins.)
75**	070	Recreation Loans (Direct)
00	097	Appalachian Regional Commission Grant (CF Regs-NAIC 000004)

**** No new loans made with these fund codes.**

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FUND CODES - BUSINESS PROGRAMS (CP side of RCFTS)

(BP Program Area)

Fund Code	Assistance Type Code	Description
00	081	Rural Business Enterprise Grants (Formerly Industrial Development Grants)
00	145	Rural Business Enterprise Grants - EZ/EC
00	155	Television Demonstration Grants (RBEG regs)
00	134	Rural Cooperative Development Grants
54	071	Guaranteed Nonprofit National Corporation Loans
00	078	Nonprofit National Corporation Grants
61	098*	Economic Opportunity Cooperative Loans - Unincorporated
00	080	601 Energy Impacted Area Development Assistance Grants
00	089	Rural Area Development Assistance Planning Grants
00	258	ARC (Appalachian Regional Commission Grants SIC 000007)
00	159	Rural Business Opportinity Grants
58	227	REDL (Rural Economic Development Loans) (Electric)
59	228	REDL (Rural Economic Development Loans) (Telephone)
00	229	REDL (Rural Economic Development Grants) (Electric)
00	230	REDL (Rural Economic Development Grants) (Telephone)
00	252	B&I Rural Business Enterprise Grants - Passenger Transportation
00	288	Rural Business Opportunity Grants EZ/EC
00	290	Rural Business Opportunity Grants REAP

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FUND CODES - BUSINESS PROGRAMS (B&I side of RCFTS)

Fund Code	Assistance Type Code	Description
54	076	Business and Industry Guaranteed and Insured
54	143	Business and Industry Loan - EZ/EC
54	091	B&I Drought and Disaster
54	094	B&I Disaster Assistance for Rural Business Enterprises
54	187	B&I Disaster
61	079	Intermediary Relending Program
61	144	Intermediary Relending Program - EZ/EC
61	188	Intermediary Relending Program - Disaster
61	N/A	Health and Human Services Rural Development Loan Fund Loans
61	N/A	Economic Opportunity Cooperative Loans - Incorporated
54	141	Business & Industry Guaranteed Loan - 1%
54	261	Business & Industry Guaranteed Loan EZ/EC - 1%

N/A = No TOA Assigned

∗ This Assistance Type Code has been established for RCFTS reporting purposes only.

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APPENDIX B
NAIC CODES, AND ASSOCIATED UNIT TYPE CODES

NOTE 1: **For B&I loans, refer to the North American Industrial Classification Manual for appropriate NAIC codes. FOR ALL HHS, IRP, IRPD, AND IRPZ LOANS USE NAIC CODE 522298 (in BP Subsystem). SEE LAST PAGE OF THIS APPENDIX FOR SPECIFIC BP NAIC CODES USED IN THE CP SUBSYSTEM.**

NOTE 2: **NAIC codes can be from 4 to 6 characters in length. Please make sure to type the code correctly into RCFTS since the codes tend to be very similar.**

HEALTH CARE

NAIC Code	Unit Type Code	Description
044611	31	Pharmacies and Drug Stores
621111	11	Physicians Clinic
062121	11	Dental Clinic and Offices
623311	10	Nursing Home (Sr. Citizen Retirement Home)
062311	10	Boarding Home for Elderly – Ambulatory Care
623312	10	Assisted Living Facility
062211	10	Hospital (General and Surgical)
062221	31	Psychiatric Hospital
621498	12	Outpatient Care
062431	13	Vocational Rehabilitation Center
062321	10	Medical Rehabilitation Center or Group Home for Retarded
062161	56	Home Health Care (Visiting Nurses)

HEALTH CARE(cont.)

NAIC Code	Unit Type Code	Description
531190	31	Office Building (Health Care)
621112	11	Mental Health Physicians' Office (i.e., centers, clinics)
062149	12	Migrant Health Centers

FIRE, RESCUE AND PUBLIC SAFETY

062191	22	Rescue and Ambulance Service
062192	20	Rescue and Ambulance Service-Equipment Building
051339	04	Communications Center
051338	04	Mobil Communications Center
092213	31	Civil Defense Building
092212	31	Police Station
092218	23	Police Car
092214	21	Jail
092216	20	Fire Department Building
092217	23	Fire Trucks
421850	59	Fire Protection Equipment
092219	31	Multi-Service Building-FRPS

CULTURAL AND EDUCATIONAL

NAIC Code	Unit Type Code	Description
081131	31	School Maintenance and Equipment Service Center
541710	59	Computers or Other Equipment for Facility
061111	13	Public School
061131	13	College
061121	13	College Dorm
051412	30	Library
611519	13	Vocational School
611110	13	Educational Institution for Handicapped and Mentally Disabled Students
071111	14	Open Air Theater
611699	31	All Purpose College Campus Building
071211	31	Museum
062422	57	Transitional Housing for non-Tribal Residents on Tribal grounds (i.e., teachers, professors, etc.)
541720	13	Business Incubator

RECREATIONAL

NAIC Code	Unit Type Code	Description
071133	14	Rodeo Grounds
071134	14	Football Stadium
071135	15	Camp Grounds with Cabin
071136	49	Ball Park
071137	44	Basketball Court

RECREATIONAL (cont.)

NAIC Code	Unit Type Code	Description
071138	48	Curling Rink
071139	31	Ski Lodge
071140	15	Clubhouse for Recreation Facility
071141	15	Community Multiple Recreation Center
071142	42	Community Park
713990	42	Park and Beach Area
483113	42	Lake
071391	40	Golf Course
071392	43	Ski Area
061162	44	Tennis Courts
071399	48	Shooting Club
713991	45	Camp Grounds
713940	41	Swimming Pool

ENERGY TRANSMISSION AND DISTRIBUTION

NAIC Code	Unit Type Code	Description
022112	03	Electrical Service
221122	31	Electrical Equipment Maintenance Building
221111	05	Hydro Electric
022121	03	Natural Gas Distribution
334290	58	Early Storm Warning System

PUBLIC BUILDINGS AND IMPROVEMENTS

NAIC Code	Unit Type Code	Description
811310	31	Public Maintenance Building
092312	11	County Health Department Office
624229	31	Community Center
062331	31	Adult Day Care Center
311423	31	Food Preparation Distribution Center
062441	13	Child Day Care Center
922140	10	Home for Delinquents
624110	13	Youth Center
624221	10	Homeless Shelter
624190	13	Other Individual & Family Services (i.e., domestic violence, parent-child center, etc.)
081341	31	Fraternal Hall
051421	31	Data Processing Center
221119	32	Heating Plant for Public Buildings
092111	31	City Hall
531120	11	Office Building (General)
092119	11	Courthouse Annex
092211	31	County Court House
023411	53	Street Improvement
023413	23	Street Maintenance Equipment

PUBLIC BUILDINGS AND IMPROVEMENTS (cont.)

NAIC Code	Unit Type Code	Description
482111	50	Railroad
482112	20	Railroad Engine House
485113	51	City Bus Service
485119	51	Special Transportation
485999	54	Sidewalks
048541	51	School Buses
081293	31	Municipal and County Garage
081294	55	Offstreet Parking
023412	54	Bridge
071393	03	Marina
048839	03	Municipal Dock (Water or Terminal Operation)
488119	20	Airport Hangar
481111	52	City Airport

INDUSTRIAL DEVELOPMENT LOANS

NAIC Code	Unit Type Code	Description
022131	03	Water Improvements
022132	03	Sewer Improvements
234992	03	Drainage and Levee Districts
233320	42	Industrial Parks – CF Only

OTHER FACILITIES

NAIC Code	Unit Type Code	Description
115112	42	Agriculture Land for Research Center
011521	42	Agricultural Fairgrounds
115116	42	Farmers Market
541940	31	Animal Shelter
071131	14	Grandstands, County Fairgrounds
234990	54	Dam
513220	03	Cable TV
221310	42	Sprinkler System
031161	42	Slaughter House
081222	42	Cemetery
721214	42	Scout Camp
813212	11	Social Services Building
924110	52	Oceanfront Protection
234991	54	Dike
009999	99	Other

CF ADMINISTERED GRANTS

(For just a CF grant use one of the NAIC codes above - for type of facility)

NAIC
Code   Description

000004   Appalachian Reg. Commission Grant (ARC) – CF

WW ADMINISTERED GRANTS

000005   Appalachian Reg. Commission Grant (ARC) – WW

BP ADMINISTERED LOANS/GRANTS
(Located in the CP subsystem of RCFTS)

000001   Rural Business Enterprise Grants (Formerly IDG's)

000002   Nonprofit National Corporation Grant

000003   601 Planning Grant

000006   Rural Cooperative Development Grants

000007   Appalachian Reg. Commission Grant (ARC) - BP

051331   Rural Economic Development Loans/Grants (Telephone)

221112   Rural Economic Development Loans/Grants
                                  (Electric – power generated by fossil fuels)

221120   Rural Economic Development Loans/Grants
                                  (Electric power distribution)

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APPENDIX C

UNIT TYPE CODE DESCRIPTIONS FOR RCFTS

Below are the descriptions for the Unit Type Code that is associated with each NAICS Code. Use this measurement unit when tracking the Units Before, Units After, and Units RD/FmHA, on the Loan/Grant Request record in each subsystem.

Code	Description
03	Number of Hook-ups
04	Number of Squads Served
05	Kilowatts Generated
10	Number of Beds
11	Number of Offices
12	Number of Exam Rooms
13	Student Capacity
14	Seating Capacity
15	Occupancy Capacity
20	Square Feet of Equipment Space
21	Number of Cells
22	Number of Ambulances
23	Number of Trucks
30	Linear Feet of Shelf Space
31	Square Feet of Usable Floor Space
32	B.T.U. Output in Millions per Hour
40	Number of Holes
41	Square Feet of Surface Area
42	Acres in Surface Area
43	Capacity of Ski Lift
44	Number of Courts
45	Number of Camping Spots
48	Number of Lanes

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Code	Description
49	Number of Ball Diamonds
50	Miles of Track
51	Number of Buses
52	Length in Hundreds of Feet
53	Miles of Street
54	Length in Tens of Feet
55	Number of Parking Spaces
56	Number of Patients
57	Number of Housing Units/Rooms
58	Number of Miles Reached
59	Number of Pieces of Equipment
99	Other

APPENDIX D

RCFTS STATUS CODES FOR LOANS AND GRANTS
FOR COMMUNITY PROGRAMS

Following is a list of codes to be used on Screen CP12 as the Current Status codes for CP loans, grants, and guarantees. Codes followed by an asterisk (*) are actions which are also key status and are also to be updated in the Tracking Information Section of Screen CP12.

Code   Description
               PREAPPLICATION....First digit is always 1.

101 *   Received. Complete preapplication profile has been received in the District or State Office and is being processed as appropriate.

108   Received on Appeal. Rejected preapplication has been appealed and is being processed as appropriate.

112   Notification. Preapplicant has been notified to develop an application.

120   Documents Required. Preapplicant has been requested to submit the preliminary engineering/architectural and environmental review documents required by 1942-A.

130   Suspense. Preapplicant has been notified of eligibility but does not have priority for further processing by RD due to lack of funds/funding authority or priority limitations.

131   Suspense. Processing suspended by RD due to apparent lack of interest by the applicant or awaiting more information to have a complete preapplication or borrower eligible but it appears other public funding is available.

140   Rejected. Not eligible, population exceeded or sponsoring organization ineligible or jurisdiction referred to another agency. Other funding is available.

142   Rejected. Not economically feasible.

Code   Description

PREAPPLICATION (continued)

143   Rejected. It appears that credit is available elsewhere.

151   Withdrawn. Pre-application withdrawn.

APPLICATION....First digit is always 2.

201 *   Received. Application has been received by the District Office and is being processed.

208   Received on Appeal. Rejected application has been appealed and is being processed as appropriate.

215 *   Letter of Conditions. A Letter of Conditions has been issued for delivery to the applicant for a direct loan and/or grant. (A guaranteed loan should be put in Status 302 when the Conditional Commitment is issued since that issuance date will be the same date as the date of obligation.)

220   Documents Required. Applicant has been requested to submit additional documentation for a complete application.

225   SEC/ENGIN Review. Application has been submitted for appropriate environmental and engineering reviews as required by Water & Wastewater regulations.

230   Suspense. Application complete and eligibility determined. Processing suspended due to lack of funds to obligate. This is to be used for applications to be funded from the States allocation within the next 12 months.

231   Suspense. Processing suspended by RD due to apparent lack of interest by the applicant or borrower eligible but it appears other public funding is available.

241   Rejected. Applicant's proposal is not feasible.

251   <u>Withdrawn</u>. Application withdrawn.

261   National Office. Application complete and sent to the N/O for
                           review.

UNDER DEVELOPMENT....First digit is always 3.

<u>Code</u>   <u>Description</u>

302 *   <u>Obligated</u>. Loan/grant/guaranteed funds obligated. Facility not
                           yet under construction. (A guaranteed loan should be put in
                           Status 302 when the Conditional Commitment is issued since
                           that issuance date will be the same date as the date of obligation.)

323 *   <u>Obligated</u>. Loan/grant/guaranteed funds obligated. Interim
                           financing (not RD) being used. Construction phase is in process.

324 *   <u>Obligated</u>. Loan/grant/guaranteed funds obligated. Multiple
                           advances or combination multiple advances or interim financing
                           being used. Construction is in process.

351   <u>Obligated/Withdrawn</u>. Funds have been obligated but
                           loan/grant/guaranteed request has been cancelled or withdrawn.
                           No further activity expected "Full deobligation".

360 *   <u>Closed</u>. Loan and/or grant closed. Multiple advances or
                           combination multiple advances and interim financing being used.
                           Construction phase is in process.

361   <u>Closed</u>. Loan/grant/guarantee closed. Construction phase is
                           completed or purchases with loan/grant/guarantee funds
                           accomplished.

IN OPERATION....First digit is always 4.

401 *   <u>In Operation</u>. Planned development is substantially complete
                           and facility is in operation. Borrower loan repayment is on or
                           ahead of schedule.

402 *   <u>In Operation</u>. Final Inspection completed (direct). Loan Note
                           Guarantee is issued (guaranteed).

Code | Description

IN OPERATION (continued)

405 | In Operation. Grant status code used to code grant only RD funding, and the grant agreement is in effect.

408 | Transferred and Assumed. Facility has been transferred to a new borrower who has assumed the loan as an eligible borrower. Facility is in operation.

409 | Transferred and Assumed. Facility has been transferred to a new borrower who has assumed the loan as an ineligible borrower.

410 | In Operation. Problem solved, RD loan/grant/guaranteed borrower. Borrower may be removed from this status and placed in status 402 after it has been determined that the problem is not likely to reoccur.

412 | In Operation. Portion of RD loan/grant/guarantee has been determined unauthorized with satisfactory repayment arrangements made.

413 | In Operation. The entire RD loan/grant/guarantee has been determined unauthorized with satisfactory repayment arrangements made.

420 | In Operation. Obtained through credit sale.

490 | Loan has been paid in full in accordance with the maturity schedule or paid in full with funds on hand or with funds from a source other than refinancing. (Other than graduation.) Loan Note Guarantee has been returned to RD.

491 | Loan has been paid in full by refinancing all or a portion of the RD debt (Graduation). (Not applicable for guaranteed loans.)

492 | Grant Agreement is no longer in effect. Facility ceases to operate.

Code   Description

IN OPERATION (continued)

493   Loan paid through the discount purchase buy back program.

494   Loan sold in asset sale program.

496   Grant Status Code. Used only when servicing is no longer required but the grant still needs to be monitored; e.g., the loan has been satisfied but the remaining grant needs to be monitored.

499   Loan has been satisfied through reamortization or rescheduling. Please see Section 2.11.

ADDITIONAL SERVICING.....First digit is always 5.

501   Problem. Loan is declared a problem loan.

511   Delinquent. Borrower is 30 days past due on a payment.

540   Liquidation in process or legal action pending.

551   Voluntary sale. Loss to Government.

552   Voluntary sale. No loss to Government.

554   Voluntary conveyance. Property conveyed to RD/FmHA.

555   Foreclosure: Loss to Government. Deficiency judgement obtained.

556   Foreclosure: Loss to Government.

557   Foreclosure: No loss to Government.

558   Transfer and assumption. Loss to Government. Please see section 2.10.

Code   Description

ADDITIONAL SERVICING (continued)

562   Transfer and assumption. No loss to Government. Please see
                        section 2.10 (Inactive loan).

565   Inventory Property - Cash sale.

566   Inventory Property - Credit sale.

571   Debt Settlement - Charge-off.

572   Debt Settlement - Cancellation.

573   Debt Settlement - Compromise.

574   Debt Settlement - Adjustment.

593   Loan and/or grant has been determined to be unauthorized under
                        FmHA Instruction 1951-O and has been paid in full.

595   Collection only.

BANKRUPTCY ACTIONS....First digit is always 6.

611   Chapter 7 - Liquidation.

640   Chapter 11 - Reorganization (Plan under review).

641   Chapter 11 - Reorganization (Plan accepted).

650   Chapter 9 - Municipalities.

660   Transferred from Chapter 11 to Chapter 7.

670   Bankruptcy - Stay Lifted Continue Servicing as Normal.

671   Bankruptcy - Discharged.

Code   Description

BANKRUPTCY ACTIONS (continued)

672   Bankruptcy - Case Dismissed.

673   Bankruptcy - Collateral Abandoned.

674   Bankruptcy - (Proposal for Termination/Modification to be
                              submitted).

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APPENDIX E

RCFTS STATUS CODES FOR LOANS
FOR THE BI SUBSYSTEM

The following codes shall be used by the reporting office when reporting loan status codes in the RCFTS Business and Industry system.

PREAPPLICATION....First digit is always 1.

<u>Code</u>	<u>Description</u>
101	<u>Received</u>. Preapplication has been received in the District or State Office and is being processed.
112	<u>Notification</u>. Preapplicant has been notified to develop an application.
130	<u>Suspense</u>. Preapplicant has been notified of eligibility but does not have priority for further processing by RD due to lack of funds/funding authority or priority limitations.
131	<u>Suspense.</u> Processing suspended by RD due to apparent lack of interest by the applicant/lender or awaiting more information to have a complete application.
140	<u>Discouraged</u>. Not eligible, population limit exceeded, ineligible purposes or other.
151	<u>Withdrawn</u>. Preapplication withdrawn.

APPLICATION....First digit is always 2.

201	<u>Received</u>. Application has been received and is being processed by the District and/or State Office.
208	<u>Received on Appeal</u>. Rejected application has been appealed and is being processed as appropriate.

APPLICATION (continued)

Code   Description

214   Submitted. Application has been submitted to the National Office for
                 review.

230   Suspense.   Application complete and eligibility determined. Processing
                 suspended due to lack of funds to obligate.

231   Suspense. Processing suspended by RD due to apparent lack of interest by
                 the applicant.

241   Rejected. Not eligible, population limit exceeded, ineligible purpose, not
                 feasible, or other.

251   Withdrawn. Application withdrawn.

OBLIGATIONS....First digit is always 3.

302   Obligated (Direct and Guaranteed). Loan funds obligated.

351   Deobligated. Direct or guaranteed loan deobligated.
352   Full deobligation.

CLOSED ACCOUNTS....First digit is always 4.

401   In Operation. Direct loan - Facility is in operation.

402   In Operation. Guaranteed loan - Loan Note Guarantee is issued - Facility is
                 in operation.

408   Transferred and Assumed. Facility has been transferred to a new borrower
                 who has assumed the loan. Facility is in operation with no servicing
                 problems.

CLOSED ACCOUNTS (continued)

Code   Description

411   Transferred and Assumed. For the transferor record - Part of loan transferred with transferor retaining part of the facility and debt. Loan is current. (See Section 2.10)

490   Paid in Full. Loan has been repaid or commitment to RD has been satisfied (Other than graduation on direct loans). Guaranteed and direct loans which were liquidated/foreclosed and proceeds were sufficient to settle the indebtedness should be coded 552.

491   Paid in Full. Loan has been repaid in full by means of graduation.

SERVICING....First digit is always 5.

501   Nondelinquent Problem Loan. Loan is declared a problem loan.

502   Nondelinquent Problem in Liquidation.

504   Nondelinquent Problem in Chapter 11. Liquidation.

506   Nondelinquent Problem in Chapter 11. Reorganization.

507   Nondelinquent Problem in Chapter 7.

509   Nondelinquent Problem in Chapter 13.

520   Delinquent. Borrower is 30 days past due.

521   Delinquent in Liquidation.

522   Delinquent in Chapter 11. Liquidation.

523   Delinquent in Chapter 11. Reorganization.

528   Delinquent in Chapter 7.

SERVICING (continued)

Code   Description

529   Delinquent in Chapter 13.

540   In Liquidation.

542   In Liquidation Chapter 7.

544   In Liquidation Chapter 11.

546   In Liquidation Chapter 13.

549   Liquidation/Foreclosure Complete. Loss to Government. For guaranteed
                   loans, Form RD 449-30, "Loan Note Guarantee Report of Loss," (Final
                   Report of Loss) has been submitted to Finance Office for processing. For
                   direct loans, Form RD 1956-1, "Application for Settlement of
                   Indebtedness," (Debt Settlement) or other chargeoff agreement has been
                   submitted to the Finance Office for processing.

551   Liquidation /Foreclosure Complete. Loss to Government. For guaranteed
                   loans, Final Report of Loss has been processed by Finance Office; loss
                   information has been recorded in GLAS and a Finance Office Report 4063
                   has been issued to State. For direct loans, Debt Settlement has been
                   processed by the Finance Office and the loss (write-off) information has
                   been recorded in PLAS. Loss information on guaranteed loans is
                   downloaded from GLAS into RCFTS on screen BI60, Loan Servicing
                   Information, in the fields labeled "AMOUNT FINAL LOSS" and "DATE
                   FINAL LOSS PAID." For direct loans placed in this status, user is to enter
                   data into those fields. (See Section 4.10.2, Items 23 and 24.)

SERVICING (continued)

Code   Description

552   Liquidation/Foreclosure Complete. No loss to Government. For guaranteed and direct loans which were liquidated/foreclosed and proceeds were sufficient to settle the indebtedness.

562   Transfer and Assumption. For the transferor record - no loss to Government (total outstanding loan assumed).

566   Transfer and Assumption. For the transferor record - loan transferred to a new borrower for less than the full amount of the debt. The portion of the loan retained by transferor is considered problem or delinquent. If circumstances change, then status code should be adjusted accordingly. (For example, if loan becomes current, status code would be changed to 411.)

571   Transfer and Assumption. For the transferor record - less than total amount of debt transferred with estimated loss processed for balance to clear Finance Office records for this borrower.

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APPENDIX F

GRADUATION INFORMATION

The Graduation review process is required by RD Instruction 1951-F for all loans except Guaranteed, Watershed, Resource Conservation and Development loan funds, and Intermediary Relending Program loans and Rural Economic Development Loans. This Appendix F supplements the instructions for CP screen CP16 and the BI screen BI61 and gives some examples.

       a.   Initial Screening - Complete the Initial Screening Date. If, as a result of the Initial Screening, it is determined that the borrower is unable to graduate during this review period, the following elements are to be updated in addition to the Initial Screening Date: Graduation Disposition Date, and Graduation Disposition Code.

       b.   Thorough Review - If, as a result of the Thorough Review, it is determined that the borrower is unable to graduate during this review period, the following elements are to be updated: Thorough Review Date, Graduation Disposition Date, and Graduation Disposition Code.

       c.   Graduation Requested - If, as a result of the Thorough Review, the borrower is requested to graduate, the following elements are to be updated: Graduation Requested Date and Graduation Requested Amount.

       d.   Graduation Disposition -

             Code A - Graduation in process; enter the date that other credit is offered to the borrower to pay part, or all, of its Rural Development indebtedness.

             Code B - Graduation Release; enter the date the borrower is released from further graduation review as a result of a financial determination.

             Code C - Graduation Release; enter the date the borrower is released from further graduation review as a result of "other than" financial considerations. For example: legal complications, such as an inability to get a refunding issue through referendum.

             Code X - Acceleration; enter the date of the acceleration notice.

e. AMT REFINACED AND AMT PAID OFF - This section is to be completed whenever a loan is refinanced or paid off even if graduation was not requested. Each line has the date on the left and amount on the right.

AMT REFINANCED refers to the amount used toward the payoff of a loan which is obtained by BORROWING FROM ANOTHER LENDER.

AMT PAID OFF refers to NONBORROWED FUNDS, which may be accumulated funds, State grant funds, or any other funds used toward the payoff of a loan which are NOT borrowed from another lender.

EXAMPLES: AMOUNT CLOSED - $700,000
                        UNPAID BALANCE - $500,000

I. $500,000 paid on 6/1/87, with another lender providing the entire amount:

AMT REFINANCED 6/1/87 $500,000

AMT PAID OFF   (leave blank)   (leave blank)

II. $500,000 paid on 6/1/87, with the entire amount coming from reserve funds accumulated by the borrower:

AMT REFINANCED (leave blank)   (leave blank)

AMT PAID OFF   6/1/87 $500,000

III. $500,000 paid on 6/1/87, with another lender providing $400,000 and the borrower providing $100,000 from accumulated funds:

AMT REFINANCED 6/1/87 $400,000

AMT PAID OFF   6/1/87 $100,000

IV. $200,000 paid on 6/15/87, representing State grant funds obtained by borrower. $300,000 was paid on 6/15/87, representing proceeds of a loan from another lender:

     AMT REFINANCED 6/15/87 $300,000

     AMT PAID OFF   6/15/87 $200,000

NOTE: The Current Status code '491,' the status data and the status amount on the Graduation screen will be automatically generated on the Status and Tracking screen from the AMOUNT REFINANCED and DATE REFINANCED fields.

If borrower refinances a portion of the loan and also pays off its debt with its own funds, only the refinanced portion will be counted toward graduation.

If the borrower pays off the loan - other than refinancing - the user will need to change the current status code and date on the status tracking screen. This information will not be system generated to a '490' status code.

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APPENDIX G

GLOSSARY

This glossary is intended to help the user fully understand words and phrases used throughout this manual. 'n' = noun and 'v' = verb.

<u>Access</u>: 1. n. The right to use, or enter a particular mode (e.g., Update access). 2. v. To make available, to use (e.g., access the CF Subsystem).

<u>Add</u>: v. To insert a new record onto the database system.

<u>Applicant/Borrower</u>: n. This may be an association, organization, public body, proprietorship, etc., represented by one case number and borrower name. More than one facility may be owned by a single applicant/borrower.

<u>Application</u>: n. B&I: The definition used in RD Instruction 1980-E, section 1980.451(i), will apply for B&I loans. For IRP loans, the definition used in RD Instruction 1948-C, section 1948.122, will apply.

WW & CP: SF-424.2, "Application for Federal Assistance" (for Construction Programs) filed with the Field Office for direct loans and grants. Form RD 1980-10, "Application for Loan and Guarantee," (Community Programs) for guaranteed loans.

<u>Assistance Type Code</u>: A code used by Rural Development to further identify the use of program funds. See Appendix A.

<u>Browse Mode</u>: n. The access privilege allowed the user. No modifications may be made to any records. User is only allowed to read from the database.

<u>Cancellation</u>: n. Occurs when Form RD 1940-10, "Cancellation of U.S. Treasury Check and/or Obligation," is prepared and Transaction Code 1D is processed in ADPS to cancel all or part of an obligation.

<u>Closing Instrument</u>: n. For loans, each promissory note, bond issue, loan note guarantee, or for grants, the grant agreement.

Database: n. A collection of data, arranged for easy access, and retrieval.

Default: n. The action or value that is entered implicitly, when no explicit value or action is requested.

Delete: v. To completely remove a record (and its dependent records) from the database system.

Direct Loan: n. Funds loaned directly to a borrower and not guaranteed by a lender (formerly referred to as insured loans).

Equivalent Dwelling Unit (EDU): n. The level of service provided to a typical rural residential dwelling.

Facility: n. The physical property designed to deliver a specific service for which the loan and/or grant is provided or requested. More than one loan and/or grant may be made for a single facility.

Financial Assistance: n. Loan and/or grant funds requested or provided to a program participant.

Function Key: n. One of the ten (10) or twelve (12) special-purpose programmable keys (used alone, or with the Ctrl, Shift or Alt keys) found on the left side or top of the keyboard.

Fund Code: A 2-digit code used by Rural Development to identify the program for which funds are being used. See Appendix A.

Grant: n. An advance of funds within a specific program which requires no repayment of the funds.

Grant Request: n. A preapplication, application, or a request for an obligation of grant funds within a specific program.

HHS RDLF Loan: n. A loan previously approved and administered by the U.S. Department of
         Health and Human Services (HHS) under the Rural Development Loan Fund (RDLF) (45
         CFR Part 1076).

Industrial Park: n. A geographical area that is designed for industrial use. This park may
         contain one or more industrial sites.

IRP Loan: n. A loan made by Rural Development under the Intermediary Relending Program
         (IRP) to an entity (intermediary) for relending to ultimate recipients.

Loan: n. An advance of funds within a program evidenced by a promissory note, a bond issue,
         or other debt instrument which requires repayment of the funds.

Loan Request: n. A preapplication, application, or a request for an obligation of loan funds
         within a specific program.

North American Industrial Classification System (NAICS) Codes: n. See content of specific
         program, and Appendix B.

Obligation: n. Rural Development's commitment to provide direct loan and/or grant funds to an
         applicant for a specific facility. For Guaranteed loans, an obligation is defined as the
         total of the guaranteed and unguaranteed portions of the loan.

Optional field: n. Information does not need to be entered into a field with this characteristic to
         continue. All fields that are not "system generated," or "required," are optional fields.

Other Than Residential-Size User: n. All users that cannot be served by a residential-size meter.

PCI: n. Personal Computer Interface. A software package which allows the user to expand the
         powers of a personal computer. For example, PCI is used for RCFTS to allow screen
         prints, which is not possible without PCI.

Problem Loan: n. A loan which is not performing according to its original terms and conditions
         or which is not expected in the future to perform according to those terms and conditions.

Program: n. A funding authority authorized by Congress to accomplish a specific public
       objective.

Prompt: n. The system's request for a response from the user. This usually requires some kind
       of key action.

Record: n. An occurrence of a Record Type, in the database, with information on it. Example:
       The record of, "Bob's Aviation Company."

Record Type: n. Being the Borrower, Facility, Loan/Grant Request, or Subsidiary record type.
       Each of these record types have space reserved for certain information. Example: The
       Borrower Record Type.

Required Field: n. A field into which information must be entered to continue processing.
       Example: On the first screen, TSMRCFTS, the user must enter the number for the
       desired subsystem.

Residential-Size User: n. Farmers, ranchers, rural residents, and other rural users whose needs
       are met or, if there is no meter, could be met by a single residential-size meter.

Response: n. Two types:
       1. System Response: the execution of a process or activity, requested by the user, which
            usually results in a change in the display screen.
       2. User Response: the execution of key stroke(s) as prompted by the system.

Screen: n. The formatted display of a certain record type. Only one record type is represented
       on each screen. Examples: The Borrower record type is displayed on the Borrower
       screen; the Loan/Grant Request record type is displayed on a series of 4 or 5 screens
       (depending upon the subsystem).

Status Codes: n. Codes used to indicate the current status of each loan/grant. Refer to
       Appendices D and E for listing of codes and definitions.

Subrecipient (Ultimate Recipient): n. The entity receiving financial assistance from the
       intermediary on an HHS RDLF or IRP loan.

System Generated Field: n. A field that the computer will automatically fill with data. This is used when a field is a calculation upon another field, or when information previously entered is displayed again orinformation is downloaded from another system.

Trust: n. A legal entity where judiciary relationship is involved with respect to property, subjecting a person to whom property or power is entrusted for the benefit of another person.

Type of Applicant: n. The entity of the applicant or borrower: Indian Tribes, public bodies, nonprofit corporations.

Type of Facility: n. Identified by the specific service provided by the facility receiving Rural Development financial assistance; such as a domestic water facility, hospital, civic center, factory, business, or industrial park.

Type of Service: n. The service that is to be provided by the applicant, such as domestic water, health care, public safety, etc.

Type of Service Code: n. A two-digit number assigned by Rural Development to the various types of service to measure what is financed (number of beds, square feet, number of trucks, etc.). Refer to Appendix B for a complete listing.

Unit: n. The element by which the size of a facility is measured. For utility-type facilities such as water, sewer and natural gas, it is the number of specific service connections. Service connections are identified as residential-size, or non-residential-size users. For facilities such as a hospital or nursing home, it is the number of licensed beds. Refer to each program for further identification, and Appendices B and C.

Update: n. The access privileges allowed the user. Modifications may be made to records. User is allowed to "read" and "write to" the database.

XPERT: n. A telecommunications software package that allows one computer to communicate with another.

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APPENDIX H

PCI LOGON PROCEDURES

The user will need to logon through PCI to print RCFTS screens or FOCUS report screens. This will allow the screen information to be copied on the user's 3B2 and printed out of UNIX after the user logs out of the Kansas City Computer.

Some FOCUS reports are too wide for screen prints and must be downloaded from the Kansas City Computer using NIS or VPS.

Since all offices do not have identical hardware and software, the PCI logon procedures are different. Field Office users should contact the State Office IRM for logon instructions.

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APPENDIX I

CP & BI SCREENS

```
TSMRCFTT                          RURAL   DEVELOPMENT
                                    RCFTS SYSTEM                        DATE:
                                    MAIN MENU                           TIME:
**************************************************************************
                        1      COMMUNITY PROGRAMS
                        2      BUSINESS AND INDUSTRY
                        3      C.P. TABLE MAINTENANCE
                        4      B & I TABLE MAINTENANCE
                        5      SYSTEM MAINTENANCE


  PROGRAM SELECTION:
  *********************************************************************
  3/9-EZ/EC FIELDS ARE WORKING CALL MARY ANN FOR MORE INFO ON CODES.
  *********************************************************************
  3/16-COUNTY NAME HAS BEEN ADDED AP/BORR PT1 IN CP/BI.  PROB CALL M/A
  202-720-4878
  *********************************************************************



  CONTACTS:  CP-ANDREA BARNETT 202-720-0487  WW-ROBIN PULKKINEN 202-720-9636


========================================================================
   F1 - HELP      ALT+F10 - END SESSION
V10
```

```
TSMGCP00                        RURAL DEVELOPMENT
                              COMMUNITY PROGRAMS                          DATE:
                                    MENU                                  TIME:
**************************************************************************

PLEASE ENTER BORROWER DATA (FIRST BORROWER IS DEFAULT)


    NAME:


    - OR -
          ST   CTY   ID NUMBER
    CASE:


ENTER UPDATE CODE:


         C  - CHANGE KEY FIELDS
         U  - UPDATE/ADD/BROWSE BORROWER, FACILITY, LOAN
              (TO ADD - ENTER BOTH NAME AND CASE)



=======================================================================


  F10 - MAIN MENU
```

```
TSMGCP01                      RURAL DEVELOPMENT
                            COMMUNITY PROGRAMS                      DATE:
                         APPLICANT / BORROWER SUMMARY               TIME:
************************************************************************
        NAME:                                      CASE

SLCT REQ FACILITY  |LOAN:    GUAR/              CLOSED |GRANT:
CODE NBR    ID     |STAT NBR DIR      AMOUNT     DATE  |STAT NBR     AMOUNT
===================|==================================|======================
                   |                                  |
                   |                                  |
                   |                                  |
                   |                                  |
                   |                                  |
                   |                                  |
                   |                                  |
========================================================================
A-BORROWER 1    G-FUNDING & USER 1    M-SERVICING           F2-PREV BORROWER
B-BORROWER 2    H-FUNDING & USER 2    N-GRADUATION          F3-NEXT BORROWER
C-FACILITY 1    I-FUNDING & COST 1    O-LENDER INFORMATION  F5-UPDATE MENU
D-FACILITY 2    J-FUNDING & COST 2    P-COND COMM/SERVICE   F7-SCROLL BWD
E-FACILITY 3    K-STATUS & TRACKING   Q-FIN OFFICE INFO     F8-SCROLL FWD
F-FACILITY 4    L-SUBSID. TRACKING    R-INT RATE HISTORY    F10-MAIN MENU
```

```
 TSMUCP02                         RURAL DEVELOPMENT
                               COMMUNITY PROGRAMS                     DATE:
                               KEY FIELD MAINTENANCE                  TIME:
 ********************************************************************************
 NAME 1:                                        NAME 2:
 ************** EXISTING **************   *************** NEW ******************
 *** CASE NBR **** FD NAIC FAC RQ LN     *** CASE NBR **** FD NAIC FAC RQ LN
 ST CO BORROWER ID CD CODE NBR NO NBR    ST CO BORROWER ID CD CODE NBR NO NBR




















 ================================================================================
  F2-PREV BORROWER    F3-NEXT BORROWER   F4-APP/BORR SUMMARY   F5-UPDATE MENU
  F7-SCROLL TO TOP    F8-SCROLL FWD      F9-RESTORE SCREEN     F10-MAIN MENU
  ALL BORROWER KEY DATA ALREADY DISPLAYED
```

```
TSMUCP03                     RURAL DEVELOPMENT
                          COMMUNITY PROGRAMS                         DATE:
                       APPLICANT/BORROWER (PART 1)                   TIME:
**********************************************************************

              (CASE NO) STATE:      COUNTY:         BORROWER ID:

     NAME:                                          LAST UPDATE:


  ADDRESS:


     CITY:                        STATE:      ZIP:
  CONTACT PERSON:  LAST                       FIRST               MI
                   TITLE (MR,MS):             TELEPHONE NO:       -



  RD SERV OFFICE        :         COUNTY        :
                        :         APPLICANT TYPE:
  MAIL CODE             :


========================================================================
  F2-PREV BORROWER   F3-NEXT BORROWER   F4-APP/BORR SUMMARY   F5-UPDATE MENU
  F6-DELETE BORROWER F8-APP/BORR (PT.2) F9-RESTORE SCREEN     F10-MAIN MENU
  CONTACT MSD - DB ERROR:  307 - FIND FACRC
```

```
TSMUCP04                        RURAL DEVELOPMENT
                               COMMUNITY PROGRAMS                         DATE:
                           APPLICANT BORROWER (PART 2)                    TIME:
**************************************************************************
NAME:                              CASE NO:
BORR FY ENDS:        QTRLY REPT REQD (Y/N):      QTRLY REPT DATE REQD:


ANNUAL REPORT:        AS OF:          DUE:            RCVD:           RVWD:
OTH AUDIT N TYPE: 3 AS OF:            DUE:            RCVD:           RVWD:


A-128/133 N TYPE: 3 AS OF:           DUE:            RCVD:           RVWD:
A-128/133 N TYPE: 3 AS OF:           DUE:            RCVD:           RVWD:


DATE VERIFIED TAXES CURRENT:                 SECURITY PROPERTY HELD:
INSURANCE AND BONDS ADEQUATE:      DATE INSURANCE AND BONDS CHECKED:


OTHER: USE 1:                DUE1:           USE 2:            DUE 2:
OTHER: USE 3:                DUE3:           USE 4:            DUE 4:
RSRV REQ - DEBT SERV:                 AMT ON HAND:             AS OF:
         -      OTHER:                 AMT ON HAND:             AS OF:
========================================================================
F2-PREV BORROWER     F3-NEXT BORROWER     F4-APP/BORR SUMMARY    F5-UPDATE MENU
F7-APPL/BORR PT.1  F8-FACILITY PT.1   F9-RESTORE SCREEN      F10-MAIN MENU
```

```
TSMUCP05                      RURAL DEVELOPMENT
                            COMMUNITY PROGRAMS                        DATE:
                            FACILITY (PART 1)                         TIME:
**********************************************************************
NAME:                                CASE:                    FACID:
                                                              FUND CDE:
   LOCATION:                                                  NAICS CDE:
   CONG DISTRICT:   (              )                          FACNBR:
  POPULATION SERVED:              NUMBER MERGED:              UPDATED:
----------------------------------------------------------------------
 ACTIVITY DATES              DUE      ACCOMPLISHED
   SECURITY INSPECTION
   COMPLIANCE REVIEW
 ARE ALL LENDER REQUIREMENTS BEING MET? (Y OR N):     DATE:
 LAST VISIT TO          LENDER:           SITE/BORROWER:
 NEXT VISIT TO          LENDER:           SITE/BORROWER:
----------------------------------------------------------------------
 WHT:        BLK/AA:      ASN:        IND/AN:      HSP/LAT:      HI/PI:


 =====================================================================
  F2-PREV FACIL     F3-NEXT FACIL    F4-APP/BORR SUMMARY   F5-UPDATE MENU
  F6-DEL REC  F7-APP/BORR (PART 2)  F8-FACILITY PART 2 (USERS)
  F9-RESTORE SCREEN  F10 - MAIN MENU
```

```
TSMUCP06                      RURAL DEVELOPMENT
                           COMMUNITY PROGRAMS                        DATE:
                           FACILITY  (PART 2)                        TIME:
**************************************************************************
NAME:                         CASE:                      FACID:
                                   USERS
DATE VERIFIED:                                             OTHER
                               WATER        WASTE        UTILITY


RESIDENTIAL SIZE:
OTHER THAN RESIDENTIAL SIZE:


TOTAL USERS SERVED:



TOTAL MEMBERS:




========================================================================
 F2-PREV FACIL      F3-NEXT FACIL    F4-APP/BORR SUMMARY    F5-UPDATE MENU
 F7-FACILITY PART1  F8-FACILITY PART3(WARRANTY/DD & FIN STMT)
 F9-RESTORE SCREEN  F10-MAIN MENU
```

```
TSMUCP07                    RURAL DEVELOPMENT
                            COMMUNITY PROGRAMS                          DATE:
                            FACILITY  (PART 3)                          TIME:
***************************************************************************
NAME:                          CASE:                    FACID:
   WARRANTY INSPECTION                            FINANCING STATEMENT
CONTRACT NO.     DUE      ACCOMPLISHED    DTE OF STMT      DUE       ACCOMPLISHED




                                       D/D REPORT (9-11 MONTH)



===========================================================================
F2-PREV FACLTY F3-NEXT FACLTY F4-APP/BORR SUMMRY F5-UPDATE MENU F9-RESTORE SCR
F6-FACILITY PART 4 F7-FACILITY PART 2 F8-FUND & USER PART 1 F10-MAIN MENU
--------> F6 TO SEE ADDITIONAL WARRANTY INSPECTION/FINANCIAL STATEMENTS <--------

===========================================================================
```

```
   TSMUCP7B                          RURAL DEVELOPMENT
                                   COMMUNITY PROGRAMS                        DATE:
                                   FACILITY  (PART 4)                        TIME:
   ***********************************************************************************
   NAME:                               CASE:                         FACID:


       WARRANTY INSPECTION                            FINANCING STATEMENT
   DTE OF STMT      DUE     ACCOMPLISHED      DTE OF STMT      DUE     ACCOMPLISHED









   ===================================================================================
   F2-PREV FACILITY    F3-NEXT FACILITY    F4-APP/BORR SUMMARY    F5-UPDATE MENU
   F7-FACILITY PART 3  F8-FUND & USER PART 1  F9-RESTORE SCREEN    F10-MAIN MENU


   ===================================================================================
```

```
TSMUCP08                    RD COMMUNITY PROGRAMS
                           LOAN/GRANT REQUEST                          DATE:
                    FUNDING & USER INFORMATION (PART 1)                TIME:
**************************************************************************
NAME:                         CASE:                  FACID:   -    -   REQ NO:
                              ASSISTANCE TYPE:        LOAN NO:         GRANT NO:
FUNDING INFORMATION:    STATE INTERGOV'T ID:
SRCE OF FUNDS:               SECURITY CODES:            SECURITY BASIS:
FUND AUTH:                   ESCROW/RESERVE REQ:
PURP OF FUNDS:               PRIORITY WT:              SI:
MEDIAN INCOME:               ENVIR IMPACT/CDE:   DTE ENV.IMPACT ASSMT:
                DTE APPEAL FILED:             DTE APPEAL RESOLVED:
LOAN CLASSIFICATION CODE:                    CASE NO:
 EZ/EC CODE:   -        NAME:                         YR DESIGNATION:
DEOB1 LN:AMT:                      FY:          REAS:
DEOB2 LN:
DEOB3 LN:
DEOB1 GR:AMT:                      FY:          REAS:
DEOB2 GR:
DEOB3 GR:
========================================================================
F2-PREV REQ NO.  F3-NEXT REQ NO.  F4-APP/BORR SUMMARY  F5-UPDATE   F6-DEL REC
F7-FACILITY PART 3  F8-FUND & USER PART 2   F9-RESTORE SCREEN   F10-MAIN MENU
CONTACT MSD.. ERROR OBTAINING FACILITY REC  302
```

```
TSMUCP09                      RD COMMUNITY PROGRAMS
                              LOAN/GRANT REQUEST                       DATE
                    FUNDING & USER INFORMATION (PART 2)               TIME
************************************************************************************
NAME:                         CASE:                    FACID          REQ NO:
                                                       LOAN NO:       GRANT NO:
    USERS           WATER                      WASTE             OTHER UTILITY
         ACTUAL          EDU         ACTUAL          EDU        ACTUAL        EDU
RESID:
OTHER:

TOTAL:
SYSTEMS INFO:
  DIST/COLLEC:                 SOURCE/DISP:               TREATMENT:
  AVE USER RATES:              AVG SIMILAR SYS:

 JOBS:  CREATED:                SAVED:              NO. BUSINESSES ASSISTED:
 UNIT-CD:           NO. UNITS:
 TOTAL SQ. FT:                 REMARKS:
 LOAN/GRANT ORIGINATED FROM A SERVICING ACTION:     CASE NO:
 CODE:      LOAN NO:                        GRANT NO:
===================================================================================
F2-PREV REQ NO  F3-NEXT REQ NO    F4-APP/BORR SUMMARY     F5 - UPDATE MENU
F7-FUND & USER PART 1  F8-FUND & COST PART 1  F9-RESTORE SCREEN  F10-MAIN MENU
```

```
TSMUCP9A              RD COMMUNITY PROGRAMS
                          LOAN REQUEST                          DATE:
PAGE 0001     RELENDING PROGRAMS INFORMATION               TIME:
***************************************************************************
 NAME:                    CASE:                 FACID:          REQ NO:
         RUS ID:                         LOAN NO:       GRANT NO:
REDLG:               APPRVD:      PREV RUS LOAN NO:   GRANT NO:
                   ULTIMATE RECIPIENTS
                            DATE      JOBS      SIC   STATUS
RECIPIENT NAME      AMOUNT   ADVANCED  CRD   SVD  VER    CODE  (C,A,D)




 ===============================================================================
 F2-PREV REQ NO.  F3-NEXT REQ NO.  F4-APP/BORR SUMMARY  F5-UPDATE
 F11-FUND & USER PT 2 F12 FUND & COST PART 1 F9-RESTORE SCREEN   F10-MAIN MENU
```

```
  TSMUCP10                      RD COMMUNITY PROGRAMS
                               LOAN/GRANT REQUESTS                      DATE:
                        FUNDING & COST INFORMATION (PART 1)             TIME:
  ******************************************************************************
  NAME:                         CASE:                    FACID:          REQ NO:
                                                         LOAN NO:        GRANT NO:
  OBLIGATION INFORMATION:       FY OBLIGATED:            MATURITY:
   TYPE OF INTEREST:            INTEREST RATE:           DOCUMENT TYPE CODE:
   TYPE OF INT CLSD:            INT RATE CLSD:           FORM OF DEBT INSTRMT:
   CURRENT INT RATE:            DATE CUR RATE:           PREPAYMENT RESTRCTNS:
  DTE OF OGC POST REVIEW:         SUPPL PAY AGRMNT:      TAX-EXEMP INT:
   PAYMENT SCHEDULE:
  AMORTIZED FREQ:    PRINC PLUS INT: PRINC FREQ:    INT FREQ:    PAY COLL CDE:


  DATE OF LAST PAYMENT             AMOUNT OF NEXT PAYMENT
  LOAN PAYMENT STATUS                 DUE DATE NEXT PAYMENT
  UNPAID PRIN              UNPAID INT                 TOT UNPAID BAL:
  DATE UNPAID BALANCE:          DAILY INT ACCRUAL:
        UNLIQ LOAN OBLIG:               UNLIQ GRANT OBLIG:
        DTE OF LST ADV. (LN)            DTE OF LST ADV. (GR)
  ==============================================================================
  F2-PREV REQ NO F3-NEXT REQ NO F4-APP/BORR SUMMARY F5-UPDATE MENU F6-INT HISTORY
  F7-FUND & USER PART 2 F8-FUND & COST PART 2  F9-RESTORE SCREEN   F10-MAIN MENU
```

```
   TSMUCP11                      RD COMMUNITY PROGRAMS
                             LOAN/GRANT REQUESTS                    DATE:
                      FUNDING AND COST INFORMATION (PART 2)         TIME:
   ****************************************************************************
   NAME:                      CASE:                    FACID:          REQ NO:
                                                       LOAN NO:      GRANT NO:


    COST ANALYSIS:                              TOTAL PROJECT COST:

   DEVELOPMENT:             LANDRIGHTS:             LEGAL SRVCS
   ARCH ENGR/PLG:          CAPITAL INT:             EQUIPMENT:
   CONTINGENCIES          REFINANCING:              INITIAL O&M:
                                                    INIT.RESERV:

   JOINT FUNDING:
   BORR CONTR:             ST/CNTY:                         EPA:
   REGNL COMM:            PVT/COMMCL:            OTHER SOURCE:
                                          OTHER SOURCE CODES: (         )



   ================================================================================
   F2-PREV REQ NO   F3-NEXT REQ NO   F4-APP/BORR SUMMARY   F5-UPDATE MENU
   F7-FUND & COST PART 1   F8-STATUS/TRACKING   F9-RESTORE SCREEN   F10-MAIN MENU
```

```
TSMUCP1A                        RD COMMUNITY PROGRAMS
                                   LOAN REQUEST                      DATE:
                                INTEREST RATE HISTORY                TIME:
****************************************************************************
NAME:                      CASE:                    FACID:          REQ NO:
                                                                    LOAN NO:
INT RATE:    DATE:  |INT RATE:    DATE:  |INT RATE:    DATE:  |INT RATE:   DATE:
                    |                    |                    |
                    |                    |                    |
                    |                    |                    |
                    |                    |                    |
                    |                    |                    |
                    |                    |                    |
                    |                    |                    |
                    |                    |                    |
                    |                    |                    |
                    |                    |                    |
                    |                    |                    |

=============================================================================
F2-PREV REQ NO          F3-NEXT REQ NO       F4-APP/BORR SUMMARY    F5-UPDATE MENU
F7-FUND & COST PART 1  F8-FUND & COST PART 2  F9-RESTORE SCREEN   F10-MAIN MENU
NO MORE INTEREST HISTORY DATA AVAILABLE TO DISPLAY
```

```
TSMUCP12                    RD COMMUNITY PROGRAMS
                             LOAN/GRANT REQUEST                        DATE:
                         STATUS & TRACKING INFORMATION                 TIME:
********************************************************************************
NAME:                        CASE                    FACID:          REQ NO:
STATUS INFORMATION:                                  LOAN NO:        GRANT NO:
 (LOAN):   CURR STATUS        STATUS DATE            STATUS AMOUNT
 (GRANT):
TRACKING INFORMATION: LOAN DATE      LOAN AMOUNT   GRANT DATE    GRANT AMOUNT
 PREAPP RECEIVED
 AD622 ISSUED
 APPLICATION RCVD
 LOC/COND COMM
 INITIAL OBLIGATION
 ADJUSTED OBLIGATION
 INTERIM FINANCING
 1ST TEMP DEBT INST
 RD CLOSED
 OPERATIONAL
 OPERATION/FINAL INS
 ==============================================================================
 F2-PREV REQ NO  F3-NEXT REQ NO  F4-APP/BORR SUMMARY  F5-UPDATE MENU
 F7-FUND & USER PART 2  F8-SUBSIDIARY SCREEN  F9-RESTORE SCREEN F10-MAIN MENU
```

```
TSMUCP13                    RD COMMUNITY PROGRAMS
                            COMMUNITY FACILITIES                    DATE:
                        SUBSIDIARY TRACKING INFORMATION             TIME:
*************************************************************************
NAME:                           CASE:                      FACID:          REQ NO:
                                                           LOAN NO:        GRANT NO:
                                                               UPDATED:
                        -----PRIMARY SIC UNITS------

        UPD         SIC      UNIT-CD     NO. UNITS    LOAN AMOUNT    GRANT AMOUNT

                ========SUBSIDIARY FACILITIES========




    ========================================================================
    F2-PREV REQ NO     F3-NEXT REQ NO     F4-APP/BORR SUMMARY     F5-UPDATE MENU
    F7-STAT & TRACK    F8-SERVICING       F9-RESTORE SCREEN       F10-MAIN MENU
```

```
TSMUCP14                    RD COMMUNITY PROGRAMS
                              WATER AND WASTE                        DATE:
                         SUBSIDIARY TRACKING INFORMATION             TIME:
***************************************************************************
NAME:                         CASE:                 FACID:          REQ NO:
                                                    LOAN NO:        GRANT NO:
                                                          UPDATED:
                         ======PRIMARY FACILITY======


UPD SRVC     LOAN     GRANT      EPA    BOR-CONT PRV-COM  REG-COM ST/CNTY  OTHER

                     =======SUBSIDIARY FACILITIES========


   WTR
   SCL
   STR
   SLW
   STM
   OTH


=============================================================================
F2-PREV REQ NO  F3-NEXT REQ NO  F4-APP/BORR SUMMARY  F5-UPDATE MENU
F7-STATUS & TRACKING    F8-SERVICING      F9-RESTORE SCREEN  F10-MAIN MENU
```

```
TSMUCP15                        RD COMMUNITY PROGRAMS
                               LOAN/GRANT REQUEST                        DATE:
                        SERVICING AND OTHER INFORMATION                  TIME:
*****************************************************************************
NAME:                           CASE:                   FACID:          REQ NO:
CASE # TRANS FROM:                                      LOAN NO:        GRANT NO:
CASE # TRANS TO  :
                        CODE    DATE      LOAN AMOUNT  GRANT AMOUNT  E/I
TRANSFER/ASSUMPTION :
  (T-TRANS  M-MERG)
OTHER SRVCING ACTION:



LEGAL ACTION        :


DEBT SETTLEMENT     :



TRANSFER FEE:


================================================================================
F2-PREV REQ NO    F3-NEXT REQ NO    F4-APPLNT/BORR SUMMARY    F5-UPDATE MENU
F7-SUBSIDIARY TRACKING    F8-LENDER INFO  F9-RESTORE SCREEN  F10-MAIN MENU
```

```
   TSMUCP16                     RD COMMUNITY PROGRAMS
                                 LOAN/GRANT REQUEST                    DATE:
                                 GRADUATION INFORMATION                TIME:
   ************************************************************************
   NAME:                        CASE:                    FACID:           REQ NO:
                                                          LOAN NO:       GRANT NO:


   GRADUATION INFORMATION:
                          DATE              LOAN AMT   DISPOSITION
   INITIAL SCREENING:                                  TYPE
   THOROUGH REVIEW  :
   GRAD REQUESTED   :

   GRAD DISPOSITION :
                                                       A - GRAD IN PROCESS
   REFINANCED      :                                   B - GRAD REL FIN DETER
   PAID OFF        :                                   C - GRAD REL OTHER DETER
                                                       X - ACCELERATED ACCOUNT
   DO YOU WANT TO CLEAR ALL FIELDS TO START A NEW GRADUATION REVIEW? Y/N:


   =====================================================================
   F2-PREV REQ NO  F3-NEXT REQ NO  F4-APP/BORR SUMMARY  F5-UPDATE MENU
   F7-SERVICING  F9-RESTORE SCREEN  F10-MAIN MENU
```

```
TSMUCP17                      RD COMMUNITY PROGRAMS
                                 LOAN REQUEST                   DATE:
                               LENDER INFORMATION               TIME:
*****************************************************************************
NAME:                    CASE:                    FACID:            REQ NO:
                                                                    LOAN NO:
LENDER                                                              GRANT NO:
  NAME:                           TAX IDENT:
  ADDRESS:                        LENDER TYPE:
                                  CONG DISTRICT:
  CITY:                           STATE:     ZIP CODE:


CONTACT PERSON:   LAST                    FIRST                  MI
               TITLE                      TELEPHONE
            POSITION
OTHER RD GUARANTEED LOANS (Y OR N):
OTHER CP LOANS (Y OR N):




=============================================================================
F2-PREV REQ NO      F3-NEXT REQ NO      F4-APP/BORR SUMMARY   F5-UPDATE MENU
F7-SERVICING        F8-COND/COMM SRVC   F9-RESTORE SCREEN     F10-MAIN MENU
```

```
TSMUCP18                     RD COMMUNITY PROGRAMS
                                LOAN REQUEST                        DATE:
                      COND COMM & SERVICING INFORMATION      TIME:
************************************************************************
NAME                     CASE:                   FACID:           REQ NO:
                                                                  LOAN NO:
DATE COND COMM ISSUED:              EXPIRES:                       GRANT NO:

DATE COND COMM EXTENDED:

PERCENT OBLG GUARTD:                LIEN POSITION: REAL EST:
                                                   M & E:
BASE INT RATE:                                    INV & REC:

GUAR PORTION SOLD:                  GUAR PORT REPURCHASE BY:

AMOUNT FINAL LOSS:                  DATE FINAL LOSS PAID:

SUBORDINATION EXPIRES:              FUT RECVRY POTENTIAL:


========================================================================
F2-PREV REQ NO      F3-NEXT REQ NO      F4-APP/BORR SUMMARY    F5-UPDATE MENU
F7-LENDER INFO      F8-FINANCE INFO     F9-RESTORE SCREEN      F10-MAIN MENU
```

```
   TSMUCP19                          RD COMMUNITY PROGRAMS
                                      LOAN REQUEST                       DATE:
                                  FINANCE OFFICE INFORMATION             TIME:
   *************************************************************************
   NAME:                       CASE:                      FACID:         REQ NO:
   LOAN BALANCE:                     AS OF:                              LOAN NO:
   LOAN PAYMENT STATUS:        AMOUNT:               LOAN MATURITY:      GRANT NO:
   GUARANTEED PORTION REPURCHASED:
     A/R NO.    AMOUNT REPURCHASED:      DATE            A/R BALANCE         AS OF




   ==========================================================================
   F2-PREV REQ NO        F3-NEXT REQ NO        F4-APP/BORR SUMMARY    F5-UPDATE MENU
   F7-COND/COMM SRVC     F9-RESTORE SCREEN     F10-MAIN MENU
```

```
 TSMGBI51                      RURAL DEVELOPMENT
                            BUSINESS AND INDUSTRY                    DATE:
                         APPLICANT / BORROWER SUMMARY                TIME:
 ***********************************************************************************
       NAME:                                      CASE

       SELECT      FACILITY    REQ |LOAN:        GUAR/                       DATE
        CODE          ID       NBR |NBR STATUS   DIR          AMOUNT        CLOSED
          =       ===============  |=========================================
                                   |
                                   |
                                   |
                                   |
                                   |
                                   |
                                   |
                                   |
                                   |
                                   |
 ===================================================================================
  A=BORROWER 1        D=FACILITY            G=CURRENT/HIST STATUS   J=GRADUATION
  B=BORROWER 2        E=LENDER INFORMATION  H=COND COMM/SERVICE      K=FIN OFC INFO
  C=BORROWER 3        F=JOINT FUNDING/LOAN  I=SERVICING INFO

 F2=PREV BORROWER  F3=NEXT BORROWER     F7=SCROLL BWD          F8=SCROLL FWD
 F5-UPDATE MENU    F10=MAIN MENU
```

```
 TSMUBI52                         RURAL DEVELOPMENT
                              BUSINESS AND INDUSTRY                 DATE:
                              KEY FIELD MAINTENANCE                 TIME:
 **************************************************************************
 NAME 1:                                    NAME 2:
 ************** EXISTING **************   *************** NEW ****************
 *** CASE NBR **** FD NAIC FAC RQ LN    *** CASE NBR **** FD NAIC FAC RQ LN
 ST CO BORROWER ID CD CODE NBR NO NBR   ST CO BORROWER ID CD CODE NBR NO NBR




 ========================================================================
  F2-PREV BORROWER    F3-NEXT BORROWER   F4-APP/BORR SUMMARY   F5-UPDATE MENU
  F7-SCROLL TO TOP    F8-SCROLL FWD      F9-RESTORE SCREEN     F10-MAIN MENU
```

```
 TSMUBI53                       RURAL DEVELOPMENT
                            BUSINESS AND INDUSTRY                    DATE:
                         APPLICANT/BORROWER (PART 1)                 TIME:
 **************************************************************************

          (CASE NO) STATE:        COUNTY:          BORROWER ID:

    NAME:                                          LAST UPDATE:

  ADDRESS:

    CITY:                      STATE:      ZIP:
  CONTACT PERSON:  LAST                    FIRST                   MI
                   TITLE    (MR/MS/DR)     TELEPHONE NO:       -


  RD SERV OFFICE     :          COUNTY       :
  MAIL CODE          :          APPLICANT TYPE:


 =========================================================================
  F2-PREV BORROWER    F3-NEXT BORROWER    F4-APP/BORR SUMMARY   F5-UPDATE MENU
  F6-DELETE BORROWER F8-APP/BORR (PT.2) F9-RESTORE SCREEN     F10-MAIN MENU
```

```
   TSMUBI54                         RURAL DEVELOPMENT
                                 BUSINESS AND INDUSTRY                 DATE:
                               APPLICANT/BORROWER (PART 2)             TIME:
   ****************************************************************************
   NAME:                            CASE NO:

   RACE CODE:          SEX CODE:

   ARE ALL REQUIREMENTS BEING MET:      (Y/N)     DATE:

   OTHER:  USE 1:                               DUE DATE 1:

   OTHER:  USE 2:                               DUE DATE 2:




   ============================================================================
   F2-PREV BORROWER   F3-NEXT BORROWER   F4-APP/BORR SUMMARY   F5-UPDATE MENU
   F7-APPL/BORR PART 1   F8-APPL/BORR PART 3   F9-RESTORE SCREEN   F10-MAIN MENU
```

```
 TSMUBI5B                        RURAL DEVELOPMENT
                              BUSINESS AND INDUSTRY                      DATE:
                            APPLICANT/BORROWER (PART 3)                  TIME:
 *****************************************************************************
 NAME:                          CASE NO:                        FY ENDS:
 FYE STATEMENT DUE:                    TYPE REQUIRED:
                RECEIVED:                AS OF:           TYPE RECEIVED:
 INTERIM STATEMENT TYPE:    DUE:            RECEIVED:          AS OF:
                            FINANCIAL STATEMENT ON GUARANTORS
          NAME                        DUE            RECEIVED        AS OF




 ============================================================================
 F2-PREV BORROWER   F3-NEXT BORROWER   F4-APP/BORR SUMMARY   F5-UPDATE MENU
 F7-APPL/BORR PART 2   F8-FACILITY PART1   F9-RESTORE SCREEN   F10-MAIN MENU
```

```
   TSMUBI55                         RURAL DEVELOPMENT
                                 BUSINESS AND INDUSTRY                   DATE:
                                      FACILITY                          TIME:
   ***********************************************************************
   NAME:                          CASE:                     FACID=FUND CODE:
                                                                  NAIC CODE:
                                                                     FACNBR:
     LOCATION    :                                                   UPDATED:
    CONG DISTRICTS: (                   )
   DEPRESSED/REVITALIZATION:              DUPLICATE WITHIN STATE     :    (Y=YES)
                                          DUPLICATE EXTERNAL TO STATE:    (Y=YES)
                                          POPULATION                 :

   JOBS VERIFIED:              DATE VERIFIED:
   ANNUAL JOB AUDIT DUE:

   LAST VISIT TO          LENDER:                     BORROWER:
   NEXT VISIT DUE         LENDER:                     BORROWER:



   ==============================================================================
   F2-PREV FACILITY  F3-NEXT FACILITY  F4-APP/BORR SUM  F5-UPDTE MENU  F6-DEL REC
   F7-APP/BORR PART 3  F8-LENDER INFO  F9-RESTORE SCREEN  F10-MAIN MENU
```

```
TSMUBI56                      RD BUSINESS AND INDUSTRY
                                 LOAN REQUEST                    DATE:
                              LENDER INFORMATION                 TIME:
*****************************************************************************
NAME:                   CASE:                    FACID:            REQ NO:
                                                                   LOAN NO:

LENDER
 NAME:                            TAX IDENT:             CLP STATUS:
 ADDRESS:                         LENDER TYPE       DATE AUTHORIZED:
                                  CONG DISTRICT:           EXP DATE:


 CITY:                            STATE:        ZIP CODE:


CONTACT PERSON:  LAST                      FIRST                      MI
            TITLE                      TELEPHONE        -
         POSITION
      OTHER GTD LOANS                      B & I LOAN
TRANSFERED FROM CASE NO:               TRANSFERED TO CASE NO:
=============================================================================
F2-PREV REQ NO    F3-NEXT REQ NO    F4-APP/BORR SUM   F5-UPDATE MENU   F6-DEL REC
F7-FACILITY    F8-JOINT FUND & LOAN    F9-RESTORE SCREEN    F10-MAIN MENU
```

```
TSMUBI57                      RD BUSINESS AND INDUSTRY
                                  LOAN REQUEST                          DATE:
                          JOINT FUNDING & LOAN INFORMATION              TIME:
***********************************************************************************
NAME:                           CASE:                    FACID:            REQ NO:
FUNDING INFORMATION:                                                       LOAN NO:
 SOURCE OF FUNDS:              PURPOSE OF FUNDS:        FUND AUTHORIZATION:
 ENVIR IMPACT: CODE:     DATE:                          SCRTY CODES:
 ST INTRGVT CONSULTION ID NBR:                          FY OBLIGATED:
 EZ/EC CODE:  -       NAME:                             YR DESIGNATION:
PRIORITY WT:            SI:                             IND ASST:
JOINT FUNDING:
 AMTS: BORR CNTR:                    EPA      :                   EDA:
       REGL COMM:                    ST/CNTY  :
       PVT/COMM :                    OTH SRCES:
JOBS:
       CREATED:                      SAVED:                     TOTAL:
APPEAL INFORMATION:
DATE APPEAL FILED:             DATE RESOLVED:            APPEAL RESULT:


================================================================================
F2-PREV REQ NO   F3-NEXT REQ NO      F4-APP/BORR SUMMARY    F5-UPDATE MENU
F7-LENDER INFO   F8-CURR/HIST STATUS  F9-RESTORE SCREEN     F10-MAIN-MENU
```

```
TSMUBI58                        RD BUSINESS AND INDUSTRY
                                     LOAN REQUEST                      DATE:
                          CURRENT/HISTORY STATUS INFORMATION      TIME:
***********************************************************************
NAME:                       CASE:                    FACID:         REQ NO:
CURRENT STATUS:       STATUS DATE:           AMOUNT:             LOAN NO:
         PREAP RCD DATE      AMT OF ASST     APPL RCD DATE       AMT OF ASST
                  W/C:                              W/C:
                  R/E:                              R/E:
                  M&E:                              M&E:
                  D/R:                              D/R:
                TOTAL:                            TOTAL:
         OBLIGATED DATE                   OPERATNL DATE
                  W/C:                              W/C:
                  R/E:                              R/E:
                  M&E:                              M&E:
                  D/R:                              D/R:
                TOTAL:                            TOTAL:
LOAN CLASSIFICATION CODE:


=======================================================================
 F2-PREV REQ NO         F3-NEXT REQ NO      F4-APP/BORR SUMMARY  F5-UPDATE MENU
 F7-JOINT FUND & LOAN  F8-COND/COMM SRVC  F9-RESTORE SCREEN    F10-MAIN MENU
```

```
   TSMUBI59                         RD BUSINESS AND INDUSTRY
                                       LOAN REQUEST                    DATE:
                             COND COMM & SERVICING INFORMATION         TIME:
   ****************************************************************************
   NAME:                      CASE:                       FACID:          REQ NO:
                                                                          LOAN NO:


   DATE COND COMM ISSUED:                          EXPIRES:
   DATE COND COMM EXTENDED:



   PERCENT OBLG GUARTD:                   GTY FEE:              DATE OGC REVIEW:
   MORATORIUM EXPIRES:                                 SUBORDINATION EXPIRES:


   INFORMATION FOR HHS & IRP LOANS:
   TOTAL FUNDS ADVANCED:                      AS OF:
   NUMBER OF SUBRECIPIENTS:                   AS OF:
   NUMBER OF SUBRECIPIENTS DELINQUENT:        AS OF:


  ===========================================================================
   F2-PREV REQ NO    F3-NEXT REQ NO    F4-APP/BORR SUMMARY    F5-UPDATE MENU
   F7-CURR/HISTORY   F8-LOAN SERVICE   F9-RESTORE SCREEN      F10-MAIN MENU
```

```
TSMUBI9A                    RD BUSINESS AND INDUSTRY
                              LOAN REQUEST                              DATE:
                        RELENDING PROGRAMS INFORMATION                  TIME:
PAGE 0001
*************************************************************************
 NAME:                        CASE:                  FACID:        REQ NO:
                                                                   LOAN NO:
                        HHS/IRP RECIPIENTS
                           DATE           JOBS        NAICS   STATUS
RECIPIENT NAME     AMOUNT  ADVANCED  CRD  SVD  VER    CODE  (C,A,D)




===================================================================================
 F2-PREV REQ NO.  F3-NEXT REQ NO.  F4-APP/BORR SUMMARY  F5-UPDATE
 F11-FUND & USER PT 2 PF12-FUND & COST PART 1 F9-RESTORE SCREEN  F10-MAIN MENU
```

```
TSMUBI60                         RD BUSINESS AND INDUSTRY
                                      LOAN REQUEST                      DATE:
                              LOAN SERVICING INFORMATION                TIME:
*******************************************************************************
NAME:                     CASE:                     FACID:           REQ NO:
                                                                     LOAN NO:
TYPE OF INTEREST:         INTEREST RATE:             LOWERED INT-RATE TO:
DATE PS SENT TO N/O:            BASE INT RATE
LIEN POS.  REAL EST:        M & E:       INV & REC:        PERSONAL GUAR:
MATURITY:  REAL EST:        M & E:       WORKING CAP:      DEBT REFINANCING:
                          REAS                 REAS                      REAS
TYPE    DEOB1 AMT    FY    DEOB   DEOB2 AMT    FY    DEOB   DEOB3 AMT   FY   DEOB
 W/C:
 R/E:
 M&E:
 D/R:
TOTAL:


GUAR PORTION SOLD:              GUAR PORT REPURCHASE BY:    FUT RECVRY
AMOUNT FINAL LOSS:              DATE FINAL LOSS PAID:       POTENTIAL:
===============================================================================
F2-PREV REQ NO      F3-NEXT REQ NO      F4-APP/BORR SUMMARY   F5-UPDATE MENU
F7-COND COMM & SRVG F8-GRADUATION INFO  F9-RESTORE SCREEN     F10-MAIN MENU
```

```
  TSMUBI61                      RD BUSINESS AND INDUSTRY
                                   LOAN REQUEST                       DATE:
                                 GRADUATION INFORMATION               TIME:
  ************************************************************************
  NAME:                     CASE:                      FACID:           REQ NO:
                                                                        LOAN NO:


  GRADUATION INFORMATION:
                          DATE              LOAN AMT   DISPOSITION
  INITIAL SCREENING:                                      TYPE
  THOROUGH REVIEW  :
  GRAD REQUESTED   :

  GRAD DISPOSITION :
                                                      A - GRAD IN PROCESS
  REFINANCED       :                                  B - GRAD REL FIN DETER
  PAID OFF         :                                  C - GRAD REL OTHER DETER
                                                      X - ACCELERATED ACCOUNT
  DO YOU WANT TO CLEAR ALL FIELDS TO START A NEW GRADUATION REVIEW? Y/N:


  ==========================================================================
  F2-PREV REQ NO   F3-NEXT REQ NO   F4-APP/BORR SUMMARY   F5-UPDATE MENU
  F7-SERVICING     F8-FINANCE INFO  F9-RESTORE SCREEN     F10-MAIN MENU
```

```
 TSMUBI65                        RD BUSINESS AND INDUSTRY
                                    LOAN REQUEST                        DATE:
                              FINANCE OFFICE INFORMATION                TIME:
 ************************************************************************************
 NAME:                         CASE:                      FACID:           REQ NO:
 LOAN BALANCE:                            AS OF:                           LOAN NO:
 LOAN PAYMENT STATUS:          AMOUNT:                    LOAN MATURITY:
 GUARANTEED PORTION REPURCHASED:
   A/R NO.   AMOUNT REPURCHASED       DATE            A/R BALANCE         AS OF




 ====================================================================================
 F2-PREV REQ NO      F3-NEXT REQ NO        F4-APP/BORR SUMMARY   F5-UPDATE MENU
 F7-GRADUATION       F9-RESTORE SCREEN     F10-MAIN MENU
```

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APPENDIX J

CP & BI FOCUS DATA ELEMENTS

Attached is a copy of the CP and BI screens with the RCFTS FOCUS data element names for each field. These data elements are used in creating RCFTS ad hoc reports through Tabletalk and TED in the FOCUS Reporting System for CP (FOCUS FILE RCCP) and BI (FOCUS FILE RCBI). Refer to the FOCUS Users Guide for instructions on using the FOCUS ad hoc reporting.

Only State Offices will be able to generate ad hoc FOCUS reports. Field Offices can only generate canned reports for CP through the FOCUS Reporting System.

FOCUS

DATA ELEMENTS FOR RCFTS

The attached CP and BI screens

show the FOCUS data elements*

for the corresponding RCFTS

field. This information will assist

you in creating ad hoc reports

through the FOCUS reporting

System.

* Data Element Names in "( )" are new; i.e., (DEOBFY1)

```
 TSMUCP03                    RURAL DEVELOPMENT
                          COMMUNITY PROGRAMS                    DATE:
                      APPLICANT/BORROWER (PART 1)               TIME:
 ********************************************************************************

         NAME
                        JO) STATE: A    COUNTY: A    BORROWER ID: BORRID
         NAME 2

     NAME:  COUNTY COURT                                    LAST UPDATE:

 ADDRESS: BORSTRT1
          BORSTRT2
          BORRCITY
    CITY:                      STATE BORRST   ZIP: BORRZIP
 CONTACT PERSON:  LAST  CNTCTLNM          FIRST   CNTCTFNM       MI  CNTCTMI
                  TITLE (MR,MS) CNTCTTTL   TELEPHONE NO: CNTCPHON


 RD SERV OFFICE      : RDA_DST    COUNTY        : CTYNAME
                     :            APPLICANT TYPE: APPTYPCD
 MAIL CODE           : MAILG-CODE

 ================================================================================
 F2-PREV BORROWER   F3-NEXT BORROWER    F4-APP/BORR SUMMARY   F5-UPDATE MENU
 F6-DELETE BORROWER F8-APP/BORR (PT.2) F9-RESTORE SCREEN      F10-MAIN MENU
 CONTACT MSD - DB ERROR:  307 - FIND FACRC
```

A   STCNTY (NOTE: Combined data element. Individual data elements not

```
TSMUCP04                        RURAL DEVELOPMENT
                               COMMUNITY PROGRAMS                    DATE:
                           APPLICANT BORROWER (PART 2)               TIME:
 ************************************************************************************
 NAME:                          CASE NO:  CASE
 BORR FY ENDS: DTEFYEND  QTRLY REPT REQD (Y/N): QRPTREQD  QTRLY REPT DATE REQD: DTEQRPRQ


 ANNUAL REPORT:       AS OF: DTANRPAO   DUE:  DTANRPDU   RCVD:  DTANRPRC   RVWD:  DTANRPRV
 OTH AUDIT    TYPE: A  AS OF: DTAUDAO   DUE:  DTAUDDU    RCVD:  DTAUDRC    RVWD:  DTAUDRV


 A-128/133    TYPE: B  AS OF: DTAUDAO1  DUE: DTAUDDU1   RCVD: DTAUDRC1   RVWD:  DTAUDRV1
 A-128/133    TYPE: C  AS OF: DTAUDAO2  DUE: DTAUDDU2   RCVD: DTAUDRC2   RVWD:  DTAUDRV2


 DATE VERIFIED TAXES CURRENT: DTEXVRX        SECURITY PROPERTY HELD: SECRHLD
 INSURANCE AND BONDS ADEQUATE: D   DATE INSURANCE AND BONDS CHECKED: DTEINSCK


 OTHER: USE 1: USEDUOT1    DUE1: DTEDUOT1   USE 2: USEDUOT2    DUE 2: DTEDUOT2
 OTHER: USE 3: USEDUOT3    DUE3: DTEDUOT3   USE 4: USEDUOT4    DUE 4: DTEDUOT4
 RSRV REQ - DEBT SERV: AMTRSVRQ        AMT ON HAND: AMTONHND      AS OF: DTEONHND
         -      OTHER: AMTOTHRQ        AMT ON HAND: AMTOTHOH      AS OF: DTEOTHOH
 ================================================================================
 F2-PREV BORROWER    F3-NEXT BORROWER    F4-APP/BORR SUMMARY    F5-UPDATE MENU
 F7-APPL/BORR PT.1   F8-FACILITY PT.1    F9-RESTORE SCREEN      F10-MAIN MENU
```

A: TYPAUDR3   B: TYPAUDR1   C: TYPAUDR2

```
TSMUCP05                   RURAL DEVELOPMENT
                          COMMUNITY PROGRAMS                      DATE:
                          FACILITY (PART 1)                       TIME:
***************************************************************************
NAME:                              CASE:                    FACID:
                                                       FUND CDE: FUNDCD
   LOCATION:  FACLOCTN                                  NAIC CDE: SIC
   CONG DISTRICT:  ( A   B   C   D  )                   FACNBR:   FACNBR
   POPULATION SERVED: POPULTN       NUMBER MERGED: NBRFACMR   UPDATED: DTEUFAC
---------------------------------------------------------------------------
ACTIVITY DATES           DUE       ACCOMPLISHED
   SECURITY INSPECTION   DTESECID         DTESECIA
   COMPLIANCE REVIEW     DTECREVD         DTECREVA
ARE ALL LENDER REQUIREMENTS BEING MET? (Y OR N): ( E    DATE: (DTREQMET)
LAST VISIT TO          LENDER: (DTLNVIST)  SITE/BORROWER: (DTBNVIST)
NEXT VISIT TO          LENDER: (DTLCRMD)   SITE/BORROWER: (DTBLVIST)
---------------------------------------------------------------------------
WHT: ROWHIT   BLK/AA: ROBLAC   ASN: ROASIAN   IND/AN: ROINDIA   HSP/LAT: ROHISP   HI/PI:
                                                                         ROOTHER

===========================================================================
 F2-PREV FACIL     F3-NEXT FACIL    F4-APP/BORR SUMMARY    F5-UPDATE MENU
 F6-DEL REC   F7-APP/BORR (PART 2)   F8-FACILITY PART 2 (USERS)
 F9-RESTORE SCREEN   F10 - MAIN MENU
```

A: CONGDST1   B: CONGDST2   E: LNREQMET
C: CONGDST3   D: CONGDST4

```
TSMUCP06                    RURAL DEVELOPMENT
                            COMMUNITY PROGRAMS                        DATE:
                            FACILITY  (PART 2)                        TIME:
**********************************************************************************
NAME:                    CASE:                      FACID:
                                USERS
DATE VERIFIED:                                          OTHER
                            WATER           WASTE       UTILITY

RESIDENTIAL SIZE:           USRWTRRS        USRWSTRS    USROTHRS
OTHER THAN RESIDENTIAL SIZE: USRWTROT       USRWSTOT    USROTHOT

TOTAL USERS SERVED:         TTLWT           TTLWST      TTLOTH


TOTAL MEMBERS: TTLMEMBR



=================================================================================
 F2-PREV FACIL       F3-NEXT FACIL    F4-APP/BORR SUMMARY    F5-UPDATE MENU
 F7-FACILITY PART1  F8-FACILITY PART3(WARRANTY/DD & FIN STMT)
 F9-RESTORE SCREEN  F10-MAIN MENU
```

```
   TSMUCP07                      RURAL DEVELOPMENT
                                 COMMUNITY PROGRAMS                          DATE:
                                 FACILITY  (PART 3)                          TIME:
   *****************************************************************************
   NAME:                         CASE:                       FACID:
      WARRANTY INSPECTION                           FINANCING STATEMENT
   CONTRACT NO.      DUE      ACCOMPLISHED    DTE OF STMT      DUE        ACCOMPLISHED

   CNTRCA          DTWARIDA    DTWARIAA        DTFINSTA      DTFINDUA       DTFINACA
   CNTRCB          DTWARIDB    DTWARIAB        DTFINSTB      DTFINDUB       DTFINACB
   CNTRCC          DTWARIDC    DTWARIAC        DTFINSTC      DTFINDUC       DTFINACC
   CNTRCD          DTWARIDD    DTWARIAD        DTFINSTD      DTFINDUD       DTFINACD
   CNTRCE          DTWARIDE    DTWARIAE        DTFINSTE      DTFINDUE       DTFINACE
   CNTRCF          DTWARIDF    DTWARIAF        DTFINSTF      DTFINDUF       DTFINACF
   CNTRCG          DTWARIDG    DTWARIAG        DTFINSTG      DTFINDUG       DTFINACG
                                               DTFINSTH      DTFINDUH       DTFINACH
                                               DTFINSTI      DTFINDUI       DTFINACI
                                               DTFINSTJ      DTFINDUJ       DTFINACJ


                                       D/D REPORT (9-11 MONTH)
                                              DTDDRPDA
                                              DTDDRPAA


   ============================================================================
   F2-PREV FACLTY F3-NEXT FACLTY F4-APP/BORR SUMMRY F5-UPDATE MENU F9-RESTORE SCR
   F6-FACILITY PART 4 F7-FACILITY PART 2 F8-FUND & USER PART 1 F10-MAIN MENU
   --------> F6 TO SEE ADDITIONAL WARRANTY INSPECTION/FINANCIAL STATEMENTS <--------

   ============================================================================
```

```
 TSMUCP08                    RD COMMUNITY PROGRAMS
                            LOAN/GRANT REQUEST                       DATE:
                     FUNDING & USER INFORMATION (PART 1)             TIME:
 ********************************************************************************
 NAME:                      CASE:                   FACID:            REQ NO:
                            ASSISTANCE TYPE:ASTNCTYP  LOAN NO: LOAN  GRANT NO: GRANT
 FUNDING INFORMATION:       STATE INTERGOV'T ID: A95
 SRCE OF FUNDS:SRCFDSCD        SECURITY CODES:  _ A _  SECURITY BASIS: SECBASCD
 FUND AUTH: FUNDAUTH           ESCROW/RESERVE REQ:ESCRWRES                :
 PURP OF FUNDS:FNDGPUR         PRIORITY WT: PRIORWT    SI: C
 MEDIAN INCOME:MEDINCM         ENVIR IMPACT/CDE:B  DTE ENV.IMPACT ASSMT:DTENVIMP
               DTE APPEAL FILED:DTAPEALF    DTE APPEAL RESOLVED:  DTAPEALR
 LOAN CLASSIFICATION CODE:                  CASE NO:

  EZ/EC CODE:TRAKGCDE     NAME:                        YR DESIGNATION:
 DEOB1 LN:AMT: TOTDEOB             FY:  DEOBLFY1   REAS:  REASDEOB
 DEOB2 LN:     TOTDOSFY                 DEOBLFY2          REASDEOB2
 DEOB3 LN:     TOTDOSFY2                DEOBLFY3          REASDEOB3
 DEOB1 GR:AMT: TOTDEOBG            FY:  DEOBGFY1   REAS:  REASDEG
 DEOB2 GR:     TOTDESBFG                DEOBGFY2          REASDEG2
 DEOB3 GR:     TOTDESFG2                DEOBGFY3          REASDEG3
 ===============================================================================
 F2-PREV REQ NO.  F3-NEXT REQ NO.  F4-APP/BORR SUMMARY  F5-UPDATE   F6-DEL REC
 F7-FACILITY PART 3  F8-FUND & USER PART 2   F9-RESTORE SCREEN   F10-MAIN MENU
```

A   SECURCD1 2   3   B   ENVIMPST   C   SPINTCDE1 2   3
                4   5   4   5

```
    TSMUCP09                    RD COMMUNITY PROGRAMS
                               LOAN/GRANT REQUEST                    DATE
                         FUNDING & USER INFORMATION (PART 2)         TIME
    ********************************************************************************
    NAME:                       CASE:                    FACID           REQ NO:
                                                         LOAN NO:        GRANT NO:
        USERS           WATER                   WASTE              OTHER UTILITY
               ACTUAL          EDU         ACTUAL        EDU        ACTUAL          EDU
    RESID:    USRWTRRR        EDUWTRS     USRWSTRR     EDUWSTRS     USRWTROT       EDUOTRRS
    OTHER:    USRWTROR        EDUWTOTH    USRWSTOR     EDUWSTOTH    USROTHOR       EDUOTHROTH

              TTLWT           TTLEDUWT    TTLWST       TTLEDUWST    TTLOTH         TTLEUOTH
    TOTAL:
    SYSTEMS INFO:
      DIST/COLLEC: A          SOURCE/DISP:   B         TREATMENT:    C
      AVG USER RATES:   AVGUSRRT   AVG SIMILAR SYS:   AVGSSRT


      JOBS:  CREATED: JOBSCRTD       SAVED:  JOBSSAVD      NO. BUSINESSES ASSISTED: NBRBSAST


    UNIT-CD: UNITCD1      NO. UNITS:  UNTFMHA1
     TOTAL SQ. FT: TOTSQFT        REMARKS:  REMARKS
     LOAN/GRANT ORIGINATED FROM A SERVICING ACTION:      CASE NO: CASETRFR
     CODE: SRVGCD  LOAN NO:  D                       GRANT NO: E
    ================================--------------================================
    F2-PREV REQ NO  F3-NEXT REQ NO    F4-APP/BORR SUMMARY      F5 - UPDATE MENU
    F7-FUND & USER PART 1  F8-FUND & COST PART 1  F9-RESTORE SCREEN  F10-MAIN MENU
```

A	TYPDCCA	B	TYPSDDA	C	TYPTRTA	D	SRV GLN1	E	SRVGGRT1
	B		B		B		2		2
	C		C		C		3		3
	D		D		D		4		4
							5		5
							6		6

```
TSMUCP9A                        RD COMMUNITY PROGRAMS
                                  LOAN REQUEST                          DATE:
PAGE 0001                   RELENDING PROGRAMS INFORMATION              TIME:
*******************************************************************************
 NAME:                   CASE:                 FACID:          REQ NO:
         RUS ID:  RUSDOCID                 LOAN NO:      GRANT NO:
REDLG:      APPRVD: THPARDTE    PREV RUS LOAN NO:  RUSLNNBR  GRANT NO: RUSGTNBR
                     ULTIMATE RECIPIENTS
                             DATE              JOBS               SIC      STATUS
RECIPIENT NAME  AMOUNT   ADVANCED     CRD     SVD      VER      CODE      (C,A,D)
 RECPNAME       RECPTAMT RECPTDTCK  RECPJCRT RECPTJSVD RECPTJVER RECPTSIC RECPTSTAT




 ===============================================================================
 F2-PREV REQ NO.  F3-NEXT REQ NO.  F4-APP/BORR SUMMARY  F5-UPDATE
 F11-FUND & USER PT 2 F12 FUND & COST PART 1 F9-RESTORE SCREEN   F10-MAIN MENU
```

```
TSMUCP10                    RD COMMUNITY PROGRAMS
                          LOAN/GRANT REQUESTS                      DATE:
                   FUNDING & COST INFORMATION (PART 1)            TIME:
**************************************************************************
NAME:                      CASE:                 FACID:            REQ NO:
                                                 LOAN NO:          GRANT NO:
OBLIGATION INFORMATION:        FY OBLIGATED:  FYOBLG   MATURITY: MATURITY
 TYPE OF  INTEREST:  TYPINTCD   INTEREST RATE:  INTRATE   DOCUMENT TYPE CODE: DOCTYPCD
 TYPE OF INT CLSD:  TYPINTCL    INT RATE CLSD:  INTRACL   FORM OF DEBT INSTRMT: DBTFORMI
 CURRENT INT RATE:  CURINTRT    DATE CUR RATE:  DTECURRT  PREPAYMENT RESTRCTNS: PRERESTR
DTE OF OGC POST REVIEW: DTOGCREV   SUPPL PAY AGRMNT: SUPPAYAG  TAX-EXEMP INT: TAXEXINT
 PAYMENT SCHEDULE:
AMORTIZED FREQ: AMORTFRQ  PRINC PLUS INT: PRINC FREQ: PPIPRINF  INT FREQ: PPIINTF  PAY COLL CDE:
                                                                            PAYCOLCD

DATE OF LAST PAYMENT  DTLSTPAY   AMOUNT OF NEXT PAYMENT  AMTNXPAY
LOAN PAYMENT STATUS   LNPAYSTA     DUE DATE NEXT PAYMENT  DTNXPAYD
UNPAID PRIN UNPDPRIN      UNPAID INT  UNPDINT       TOT UNPAID BAL: LOANBAL
DATE UNPAID BALANCE: DTLNBAL     DAILY INT ACCRUAL: DINTACRL
       UNLIQ LOAN OBLIG: UNLIQLOB    UNLIQ GRANT OBLIG:  UNLIQGOB
       DTE OF LST ADV. (LN) DTLSTADVL  DTE OF LST ADV. (GR) DTLSTADVG
========================================================================
F2-PREV REQ NO F3-NEXT REQ NO F4-APP/BORR SUMMARY F5-UPDATE MENU F6-INT HISTORY
F7-FUND & USER PART 2 F8-FUND & COST PART 2  F9-RESTORE SCREEN  F10-MAIN MENU
```

```
   TSMUCP11                     RD COMMUNITY PROGRAMS
                            LOAN/GRANT REQUESTS                    DATE:
                     FUNDING AND COST INFORMATION (PART 2)         TIME:
   ***********************************************************************
   NAME:                      CASE:                FACID:          REQ NO:
                                                   LOAN NO:        GRANT NO:


                                                   TOTAL PROJECT COST:

    COST ANALYSIS:


   DEVELOPMENT:   DEVCOST     LANDRIGHTS:  LANDCOST    LEGAL SRVCS   LEGALFEE
   ARCH ENGR/PLG: ARCHENGF    CAPITAL INT: INTRCOST    EQUIPMENT:    EQUIPCST
   CONTINGENCIES  CONTCOST    REFINANCING: FEESREFI    INITIAL O&M:  OMCOST
                                                       INIT.RESERV:  INITRCST

   JOINT FUNDING:
   BORR CONTR:   BORRCAMT       ST/CNTY: SLAMT              EPA: AMTEPA
   REGNL COMM:   AMTREGCM     PVT/COMMCL: PCAMT     OTHER SOURCE: AMTOTSRC
                                        OTHER SOURCE CODES: ( A _ _ )



   ========================================================================
   F2-PREV REQ NO  F3-NEXT REQ NO  F4-APP/BORR SUMMARY  F5-UPDATE MENU
   F7-FUND & COST PART 1  F8-STATUS/TRACKING   F9-RESTORE SCREEN  F10-MAIN MENU
```

A   OTSRCCD1
    OTSRCCD2
    OTSRCCD3

```
 TSMUCP12                    RD COMMUNITY PROGRAMS
                            LOAN/GRANT REQUEST                      DATE:
                       STATUS & TRACKING INFORMATION               TIME:
 *****************************************************************************
 NAME:                         CASE                 FACID:            REQ NO:
 STATUS INFORMATION:                                LOAN NO:          GRANT NO:
  (LOAN):CURR STATUS STATUSCD  STATUS DATE STATDTE   STATUS AMOUNT AMTASST
  (GRANT):  STAGRANT                          STATGDTE                AMTASSTG

 TRACKING INFORMATION: LOAN DATE      LOAN AMOUNT    GRANT DATE    GRANT AMOUNT
  PREAPP RECEIVED      DTEPARCD       AMTPARCD       DTEGPCD       AMTGPCD
  AD622 ISSUED         DTEAD622       AMTAD622       DTEG622       AMTG622
  APPLICATION RCVD     DTEAPRCD       AMTAPRCD       DTEGACD       AMTGACD
  LOC/COND COMM        DTELOC         AMTLOC         DTEGLOC       AMTGLOC
  INITIAL OBLIGATION   DTEOBL         AMTOBL         DTEGOBL       AMTGOBL
  ADJUSTED OBLIGATION  DTEOBLA        AMTOBLA        DTEGOBLA      AMTGOBLA
  INTERIM FINANCING    DTEINTCO       AMTINTCO
  1ST TEMP DEBT INST   DTE1TDI        AMT1TDI
  RD CLOSED            DTECLSD        AMTCLSD        DTEGCLO       AMTGCLO
  OPERATIONAL          DTEOP          AMTOP          DTEGOPR       AMTGOPR
  OPERATION/FINAL INS  DTEOPF         AMTOPF         DTEGOPF       AMTGOPF
 ============================================================================
  F2-PREV REQ NO  F3-NEXT REQ NO  F4-APP/BORR SUMMARY   F5-UPDATE MENU
  F7-FUND & USER PART 2  F8-SUBSIDIARY SCREEN  F9-RESTORE SCREEN F10-MAIN MENU
```

```
   TSMUCP13                    RD COMMUNITY PROGRAMS
                              COMMUNITY FACILITIES                   DATE:
                         SUBSIDIARY TRACKING INFORMATION            TIME:
   *********************************************************************************
   NAME:                        CASE:                    FACID:          REQ NO:
                                                         LOAN NO:       GRANT NO:
                                                              UPDATED:
                          -----PRIMARY SIC UNITS------

        UPD        NAIC       UNIT-CD      NO. UNITS      LOAN AMOUNT    GRANT AMOUNT

                         ========SUBSIDIARY FACILITIES========
                   (SIC2)     UNITCD2      UNTFMHA2       UNITSAMT       UNITSAMTG
                   (SIC3)*    (UNITCD3)*   (UNTFMHA3)*    (UNTSAMTI)*    UNTSAMTG1*
                   (SIC4)*    (UNITCD4)*   (UNTFMHA4)*    (UNTSAMT2)*    UNTSAMTG2*
                   (SIC5)*    (UNITCD5)*   (UNTFMHA5)*    (UNTSAMT3)*    UNTSAMTG3*
                   (SIC6)*    (UNITCD6)*   (UNTFMHA6)*    (UNTSAMT4)*    UNTSAMTG4*


         * PROPOSED DATA ELEMENTS TO BE ADDED
   ================================================================================
   F2-PREV REQ NO    F3-NEXT REQ NO    F4-APP/BORR SUMMARY    F5-UPDATE MENU
   F7-STAT & TRACK   F8-SERVICING      F9-RESTORE SCREEN      F10-MAIN MENU
```

```
TSMUCP14                    RD COMMUNITY PROGRAMS
                              WATER AND WASTE                        DATE:
                        SUBSIDIARY TRACKING INFORMATION              TIME:
****************************************************************************
NAME:                        CASE:                      FACID:         REQ NO:
                                                        LOAN NO:       GRANT NO:
                                                                   UPDATED:

                        =======PRIMARY FACILITY=======


UPD SRVC   LOAN     GRANT      EPA      BOR-CONT    PRV-COM    REG-COM ST/CNTY    OTHER

                        =======SUBSIDIARY FACILITIES=======


WATER    LNAMT2    GRAMT2    AMTEPA2    BORCAMT2    PCAMT2     AMTARC2    SLAMT2    AMTOTSR2
S.COLL   (LNAMT3)* (GRAMT3)* (AMTEPA3)* (BORCAMT3)* (PCAMT3)* (AMTARC3)* (SLAMT3)* AMTOTSR3)*
S.TRT    (LNAMT4)* (GRAMT4)* (AMTEPA4)* (BORCAMT4)* (PCAMT4)* (AMTARC4)* (SLAMT4)* (AMTOTSR4)*
SLDWST   (LNAMT5)* (GRAMT5)* (AMTEPA5)* (BORCAMT5)* (PCAMT5)* (AMTARC5)* (SLAMT5)* (AMTOTSR5)*
STM DR   (LNAMT6)* (GRAMT6)* (AMTEPA6)* (BORCAMT6)* (PCAMT6)* (AMTARC6)* (SLAMT6)* (AMTOTSR6)*
OTHER    (LNAMT7)* (GRAMT7)* (AMTEPA7)* (BORCAMT7)* (PCAMT7)* (AMTARC7)* (SLAMT7)* (AMTOTSR7)*


=========================================================================
F2-PREV REQ NO  F3-NEXT REQ NO  F4-APP/BORR SUMMARY  F5-UPDATE MENU
F7-STATUS & TRACKING    F8-SERVICING        F9-RESTORE SCREEN  F10-MAIN MENU
```

* PROPOSED DATE ELEMENTS TO BE ADDED.

```
TSMUCP15                    RD COMMUNITY PROGRAMS
                             LOAN/GRANT REQUEST                      DATE:
                        SERVICING AND OTHER INFORMATION              TIME:
****************************************************************************
NAME:                        CASE:                   FACID:          REQ NO:
CASE # TRANS FROM: CASETRFR                           LOAN NO:       GRANT NO:
CASE # TRANS TO  : CASETRTO


                         CODE       DATE      LOAN AMOUNT    GRANT AMOUNT   E/I
TRANSFER/ASSUMPTION:   TRFASCD1   TRFASDT1    TRFASAM1        TRFAGAM1     TRFASEB1
  (T-TRANS  M-MERG)    TRFASCD2   TRFASDT2    TRFASAM2        TRFAGAM2


OTHER SRVCING ACTION:  OTHSRCD1   OTHSRDT1    OTHSRAM1        OTHSGAM1
                       OTHSRCD2   OTHSRDT2    OTHSRAM2        OTHSGAM2
                       OTHSRCD3   OTHSRDT3    OTHSRAM3        OTHSGAM3

                       LEGALCD1   LEGALDT1    LEGALAM1        LEGAGAM1
                       LEGALCD2   LEGALDT2    LEGALAM2        LEGAGAM2
LEGAL ACTION      :
                       DBTSTCD1   DBTSTDT1    DBTSTAM1        DBTSGAM1
DEBT SETTLEMENT   :    DBTSTCD2   DBTSTDT2    DBTSTAM2        DBTSGAM2
                       DBTSTCD3   DBTSTDT3    DBTSTAM3        DBTSGAM3


TRANSFER FEE:  TRFFEE
=============================================================================
F2-PREV REQ NO   F3-NEXT REQ NO   F4-APPLNT/BORR SUMMARY   F5-UPDATE MENU
F7-SUBSIDIARY TRACKING   F8-LENDER INFO  F9-RESTORE SCREEN  F10-MAIN MENU
```

```
TSMUCP16                        RD COMMUNITY PROGRAMS
                              LOAN/GRANT REQUEST                    DATE:
                              GRADUATION INFORMATION               TIME:
****************************************************************************
NAME:                       CASE:                   FACID:           REQ NO:
                                                     LOAN NO: LOAN   GRANT NO: GRANT


GRADUATION INFORMATION:
                      DATE              LOAN AMT    DISPOSITION
INITIAL SCREENING: DTEGRADI                         TYPE
THOROUGH REVIEW  : DTEGRADT                          GRADTYPE
GRAD REQUESTED   : DTEGRADR          AMTGRADR

GRAD DISPOSITION : DTEGRADD
                                                   A - GRAD IN PROCESS
REFINANCED         : DTEGRADU         AMTGRADU      B - GRAD REL FIN DETER
PAID OFF           : DTEGPOFF         GRDPOFF       C - GRAD REL OTHER DETER
                                                   X - ACCELERATED ACCOUNT
DO YOU WANT TO CLEAR ALL FIELDS TO START A NEW GRADUATION REVIEW? Y/N:


================================================================================
F2-PREV REQ NO  F3-NEXT REQ NO  F4-APP/BORR SUMMARY  F5-UPDATE MENU
F7-SERVICING  F9-RESTORE SCREEN  F10-MAIN MENU
```

```
    TSMUCP17                    RD COMMUNITY PROGRAMS
                                  LOAN REQUEST                    DATE:
                                 LENDER INFORMATION               TIME:
    ***********************************************************************
    NAME: NAME                  CASE:  CASE              FACID: FACID    REQ NO: FR
                                                                        LOAN NO:LOAN
    LENDER                                                              GRANT NO: GRANT
      NAME: LNDRNAME                     TAX IDENT: LTAXID
      ADDRESS: *LNDADDR                   LENDER TYPE: LTYPCD
                                          CONG DISTRICT: LCONDST
      CITY:                             STATE:        ZIP CODE: LNDZIP

    CONTACT PERSON:   LAST **LNDCNTCT          FIRST                      MI
                     TITLE                     TELEPHONE   LCNTCPHN
               POSITION   LCNTPSTN
    OTHER RD GUARANTEED LOANS (Y OR N):   OTHFMHA
    OTHER CP LOANS (Y OR N): PREVBI




    ===================================================================
    F2-PREV REQ NO      F3-NEXT REQ NO      F4-APP/BORR SUMMARY   F5-UPDATE MENU
    F7-SERVICING        F8-COND/COMM SRVC   F9-RESTORE SCREEN     F10-MAIN MENU
```

*LNDADDR - Group item includes Address, City, and State
**LNDCNTCT - Group item includes Last, First, MI and Title

```
TSMUCP18                    RD COMMUNITY PROGRAMS
                               LOAN REQUEST                    DATE:
                      COND COMM & SERVICING INFORMATION        TIME:
*********************************************************************************
NAME   NAME                CASE: CASE                FACID: FACID     REQ NO: FR
                                                                      LOAN NO:LOAN
DATE COND COMM ISSUED: DTCNDMIS        EXPIRES: DTCNCMEX               GRANT NO: GRANT

DATE COND COMM EXTENDED: DTCNCMX1    DTCNCMX2    DTCNCMX3    DTCNCMX4

PERCENT OBLG GUARTD: PCTOBGUAR        LIEN POSITION: REAL EST: LINPSNRE
                                                     M & E:    LINPSNME
BASE INT RATE: BSVRINRT                               INV & REC: LINPSNIR

GUAR PORTION SOLD: GUARPRSL           GUAR PORT REPURCHASE BY: GUARREP

AMOUNT FINAL LOSS: AMTFLLOS          DATE FINAL LOSS PAID: DTFLPD

SUBORDINATION EXPIRES: DTSBRDNX      FUT RECVRY POTENTIAL: RECPOTEN


===============================================================================
F2-PREV REQ NO      F3-NEXT REQ NO      F4-APP/BORR SUMMARY      F5-UPDATE MENU
F7-LENDER INFO      F8-FINANCE INFO     F9-RESTORE SCREEN        F10-MAIN MENU
```

```
    TSMUBI53                    RURAL DEVELOPMENT
                             BUSINESS AND INDUSTRY                     DATE:
                          APPLICANT/BORROWER (PART 1)                  TIME:
    ****************************************************************************

                 (CASE NO) STATE: A      COUNTY: A       BORROWER ID: BORRID
                 NAME
        NAME: NAME2                                       LAST UPDATE: DTELUPD

                 BORSTRT1
     ADDRESS: BORSTRT2

        CITY: BORRCITY              STATE BORRST  ZIP: BORRZIP
     CONTACT PERSON:   LAST  CNTCTLNM              FIRST  CNTCTFNM        MI CNTCTMI
                       TITLE CNTCTTTL (MR/MS/DR)   TELEPHONE NO: CNTCPHON  -


     RD DIST CODE         : RDA_DST    COUNTY         :  (CTYNAME)
     MAIL CODE            : MAILG_CDE  APPLICANT TYPE:  APPTYPCD



    ==============================================================================
     F2-PREV BORROWER   F3-NEXT BORROWER   F4-APP/BORR SUMMARY   F5-UPDATE MENU
     F6-DELETE BORROWER F8-APP/BORR (PT.2) F9-RESTORE SCREEN     F10-MAIN MENU
```

A   STCNTY (NOTE: Combined data element. Individual data elements not available.)

```
TSMUBI54                        RURAL DEVELOPMENT
                            BUSINESS AND INDUSTRY                    DATE:
                          APPLICANT/BORROWER (PART 2)                TIME:
*********************************************************************************
NAME:   NAME                          CASE NO: CASE


RACE CODE: RACECD        SEX CODE: SEXCD


ARE ALL REQUIREMENTS BEING MET: LNREQMET (Y/N)     DATE: DTREQMET


OTHER:  USE 1:  USEDUOT1                      DUE DATE 1:  DTEDUOT1


OTHER:  USE 2:  USEDUOT2                      DUE DATE 2:  DTEDUOT2




================================================================================
F2-PREV BORROWER  F3-NEXT BORROWER  F4-APP/BORR SUMMARY  F5-UPDATE MENU
F7-APPL/BORR PART 1  F8-APPL/BORR PART 3  F9-RESTORE SCREEN  F10-MAIN MENU
```

```
TSMUBI5B                        RURAL DEVELOPMENT
                             BUSINESS AND INDUSTRY                    DATE:
                          APPLICANT/BORROWER (PART 3)                 TIME:
**************************************************************************
NAME:                        CASE NO:                   FY ENDS: DTEFYEND
FYE STATEMENT DUE: DTAUDD1        TYPE REQUIRED: TYPRQRD
              RECEIVED: DTAUDRC1      AS OF: DTEAUDRC   TYPE RECEIVED: TYPRCVD

INTERIM STATEMENT TYPE: A  DUE: IFINSTDU     RECEIVED: IFINSTRC   AS OF: DTEFINST
                          FINANCIAL STATEMENT ON GUARANTORS
           NAME                    DUE          RECEIVED          AS OF
      GUARNAM                   IFINSTPG      DTGRCV           DTPGAS
      GUARNAM2                  IFINSTPG2     DTGRCV2          DTPGAS2
      GUARNAM3                  IFINSTPG3     DTGRCV3          DTPGAS3
      GUARNAM4                  IFINSTPG4     DTGRCV4          DTPGAS4
      GUARNAM5                  IFINSTPG5     DTGRCV5          DTPGAS5
      GUARNAM6                  IFINSTPG6     DTGRCV6          DTPGAS6
      GUARNAM7                  IFINSTPG7     DTGRCV7          DTPGAS7
      GUARNAM8                  IFINSTPG8     DTGRCV8          DTPGAS8
      GUARNAM9                  IFINSTPG9     DTGRCV9          DTPGAS9
      GUARNAM10                 IFINSTPG10    DTGRCV10         DTPGAS10


========================================================================
F2-PREV BORROWER  F3-NEXT BORROWER   F4-APP/BORR SUMMARY   F5-UPDATE MENU
F7-APPL/BORR PART 2  F8-FACILITY PART1  F9-RESTORE SCREEN  F10-MAIN MENU
```

A FINTYPE

```
    TSMUBI55                      RURAL DEVELOPMENT
                             BUSINESS AND INDUSTRY                 DATE:
                                   FACILITY                        TIME:
 ****************************************************************************
 NAME:                        CASE:                 FACID=FUND CODE: FUNDCD
                                                          SIC CODE: SIC
  FIPS ST / PLACE CODE :                              FACNBR: FACNBR
    LOCATION   FACLOCTN                                UPDATED: DTEUFAC
  CONG DISTRICTS: (  A  B  C  D   )
 DEPRESSED/REVITALIZATION: DEPREV      DUPLICATE WITHIN STATE    : E  (Y=YES)
                                       DUPLICATE EXTERNAL TO STATE: F  (Y=YES)
                                       POPULATION  POPULT          :


 JOBS VERIFIED: JOBSTC         DATE VERIFIED: WHENVER
 ANNUAL JOB AUDIT DUE: DTJOBAUD

 LAST VISIT TO         LENDER: DTLCRMD          BORROWER: DTBLVIST
 NEXT VISIT DUE        LENDER: DTLNVIST         BORROWER: DTBNVIST



 ==============================================================================
 F2-PREV FACILITY  F3-NEXT FACILITY  F4-APP/BORR SUM  F5-UPDTE MENU  F6-DEL REC
 F7-APP/BORR PART 3  F8-LENDER INFO  F9-RESTORE SCREEN  F10-MAIN MENU
```

A	CONGDST1	C	CONGDST3	E	DUPCASST
B	CONGDST2	D	CONGDST4	F	DPCASEST

```
TSMUBI56                    RD BUSINESS AND INDUSTRY
                              LOAN REQUEST                    DATE:
                            LENDER INFORMATION                TIME:
***************************************************************************
NAME:                    CASE:                    FACID: FACID      REQ NO: FR
                                                              LOAN NO: LOAN

LENDER
 NAME:     LNDRNAME                    TAX IDENT:    LTAXID      CLP STATUS: LNDRCLP
 ADDRESS:  LNDSTRT1                    LENDER TYPE   LTYPCD  DATE AUTHORIZED: DTECLPAU
           LNDSTRT2               CONG DISTRICT: LCONDST         EXP DATE: DTECLPEXP


 CITY: LNDCITY                    STATE: LNDSTATE   ZIP CODE: LNDZIP


CONTACT PERSON:  LAST LCNTCLNM                FIRST LCNTCFNM        MI LCNTCMI
               TITLE LCNCTTL              TELEPHONE  LCNTCPHN
            POSITION LCNTPSTN
      OTHER GTD LOANS 2   OTHFMHA           B & I LOAN 2  PREVBI
TRANSFERED FROM CASE NO:  CASETRFR       TRANSFERED TO CASE NO: CASETRTO
===========================================================================
F2-PREV REQ NO   F3-NEXT REQ NO   F4-APP/BORR SUM   F5-UPDATE MENU   F6-DEL REC
F7-FACILITY    F8-JOINT FUND & LOAN   F9-RESTORE SCREEN   F10-MAIN MENU
```

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  TSMUBI57                    RD BUSINESS AND INDUSTRY
                                  LOAN REQUEST                      DATE:
                           JOINT FUNDING & LOAN INFORMATION         TIME:
  ******************************************************************************
  NAME:                      CASE:                    FACID:              REQ NO:
  FUNDING INFORMATION:                                              LOAN NO:
   SOURCE OF FUNDS: SRCFDSCD    PURPOSE OF FUNDS:FNDGPUR  FUND AUTHORIZATION:FUNDAUTH
   ENVIR IMPACT: CODE: A   DATE: DTENVIMP            SCRTY CODES:   B C D E F
   ST INTRGVT CONSULTION ID NBR: A95                 FY OBLIGATED: FYOBLG
   EZ/EC CODE:(TRAKGCDE)  NAME:                      YR DESIGNATION:
  PRIORITY WT: PRIORYWT
  JOINT FUNDING:                     RUR IND ASST: RIACODE
   AMTS: BORR CNTR:  BORRCAMT     EPA      : AMTEPA       EDA: AMTEDA
         REGL COMM:  AMTREGCM     ST/CNTY  : SLAMT
         PVT/COMM :  PCAMT        OTH SRCES: AMTOTSRC
  JOBS:
         CREATED: JOBSCRTD        SAVED: JOBSSAVD       TOTAL: JOBSTOT
  APPEAL INFORMATION:
  DATE APPEAL FILED:  DTAPEALF DATE RESOLVED: DTAPEALR   APPEAL RESULT: APEALRSL


  ==============================================================================
  F2-PREV REQ NO    F3-NEXT REQ NO       F4-APP/BORR SUMMARY   F5-UPDATE MENU
  F7-LENDER INFO    F8-CURR/HIST STATUS  F9-RESTORE SCREEN     F10-MAIN-MENU
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A	ENVIMPST	B	SECURCD1	C	SECURCD2
D	SECURCD3	E	SECURCD4	F	SECURCD5

```
 TSMUBI58                         RD BUSINESS AND INDUSTRY
                                     LOAN REQUEST                    DATE:
                          CURRENT/HISTORY STATUS INFORMATION         TIME:
 ************************************************************************
 NAME:                        CASE:                    FACID:           REQ NO:
 CURRENT STATUS:STATUSCD  STATUS DATE:STATDTE      AMOUNT:AMTASST        LOAN NO:
         PREAP RCD DATE         AMT OF ASST     APPL RCD DATE        AMT OF ASST
         DTEPARCD    W/C:AMTPARWC                DTEAPRCD    W/C:AMTAPRWC
                     R/E:AMTPARRE                            R/E:AMTAPRRE
                     M&E:AMTPARME                            M&E:AMTAPRME
                     D/R:AMTPARDR                            D/R:AMTAPRDR

                   TOTAL:AMTPARCD                          TOTAL:AMTAPRCD
         OBLIGATED DATE                        OPERATNL DATE
         DTEOBL      W/C:AMTOBLWC               DTEOP       W/C:AMTOPWC
                     R/E:AMTOBLRE                            R/E:AMTOPRE
                     M&E:AMTOBLME                            M&E:AMTOPME
                     D/R:AMTOBLDR                            D/R:AMTOPDR
                   TOTAL:AMTOBL                            TOTAL:AMTOP
 LOAN CLASSIFICATION CODE:LOANCLAS


 =======================================================================
  F2-PREV REQ NO      F3-NEXT REQ NO     F4-APP/BORR SUMMARY  F5-UPDATE MENU
  F7-JOINT FUND & LOAN  F8-COND/COMM SRVC  F9-RESTORE SCREEN   F10-MAIN MENU
```

```
  TSMUBI59                        RD BUSINESS AND INDUSTRY
                                     LOAN REQUEST                  DATE:
                          COND COMM & SERVICING INFORMATION        TIME:
  ****************************************************************************
  NAME:                        CASE:                    FACID:         REQ NO:
                                                                       LOAN NO:


  DATE COND COMM ISSUED:  DTCNCMIS           EXPIRES: DTCNCMEX
  DATE COND COMM EXTENDED: DTCNCMX1  DTCNCMX2
                           DTCNCMX3  DTCNCMX4


  PERCENT OBLG GUARTD: PCTGUAR        GTY FEE: GTYFEE   DATE OGC REVIEW: DTOGCREV
  MORATORIUM EXPIRES:  LNDMRTMX                 SUBORDINATION EXPIRES: DTSBRDNX


  INFORMATION FOR HHS & IRP LOANS:
  TOTAL FUNDS ADVANCED: TTLLNADV              AS OF: DTELNADV
  NUMBER OF SUBRECIPIENTS: NOSUBRCP           AS OF: DTNOSRCP
  NUMBER OF SUBRECIPIENTS DELINQUENT: NOSRCPD AS OF: DTNOSRCD


  =======================================================================
   F2-PREV REQ NO    F3-NEXT REQ NO    F4-APP/BORR SUMMARY   F5-UPDATE MENU
   F7-CURR/HISTORY   F8-LOAN SERVICE   F9-RESTORE SCREEN     F10-MAIN MENU
```

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TSMUBI9A                         RD BUSINESS AND INDUSTRY
                                      LOAN REQUEST                        DATE:
PAGE 0001                     RELENDING PROGRAMS INFORMATION              TIME:
*******************************************************************************************
 NAME:                    CASE:               FACID:            REQ NO:
                                                                LOAN NO:


                              HHS/IRP RECIPIENTS
                          DATE                  JOBS                  SIC      STATUS
 RECIPIENT NAME  AMOUNT  ADVANCED      CRD      SVD         VER       CODE     (C,A,D)
 RECPNAME        RECPTAMT RECPTDTCK  RECPJCRT  RECPTJSVD  RECPTJVER  RECPTSIC  RECPTSTAT




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 F2-PREV REQ NO.  F3-NEXT REQ NO.  F4-APP/BORR SUMMARY  F5-UPDATE
 F11-FUND & USER PT 2 F12 FUND & COST PART 1 F9-RESTORE SCREEN   F10-MAIN MENU
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   TSMUBI60                    RD BUSINESS AND INDUSTRY
                                   LOAN REQUEST                        DATE:
                              LOAN SERVICING INFORMATION               TIME:
   ****************************************************************************
   NAME:                       CASE:                     FACID:          REQ NO:
                                                                    LOAN NO:
   TYPE OF INTEREST: TYPINTC  INTEREST RATE: INTRATE    LOWERED INT-RATE TO: INTRATL
   DATE PS SENT TO N/O: DTEPSNO          BASE INT RATE  BSVRINRT
   LIEN POS.   REAL EST: A      M & E: B      INV & REC:   C    PERSONAL GUAR:      D
   MATURITY:   REAL EST: E      M & E: F      WORKING CAP: G    DEBT REFINANCING:   H
                                REAS                     REAS                       REAS
   TYPE      DEOB1 AMT    FY    DEOB    DEOB2 AMT    FY   DEOB    DEOB3 AMT    FY    DEOB
   W/C:    TOTDEWC        I     M     TOTSFYWC       Q    U     TOTSFYWC2     Y     CC
   R/E:    TOTDERE        J     N     TOTSFYRE       R    V     TOTSFYRE2     Z     DD
   M&E:    TOTDEME        K     O     TOTSFYME       S    W     TOTSFYME2     AA    EE
   D/R:    TOTDEDR        L     P     TOTSFYDR       T    X     TOTSFYDR2     BB    FF
   TOTAL:
           TOTDEOB              TOTDOSFY                  TOTDOSFY2

   GUAR PORTION SOLD: GUARPRSL        GUAR PORT REPURCHASE BY: GUARREP  FUT RECVRY
   AMOUNT FINAL LOSS: AMTFLLOS         DATE FINAL LOSS PAID: DTFLPD     POTENTIAL: RECPOTEN
   ==========================================================================
   F2-PREV REQ NO      F3-NEXT REQ NO       F4-APP/BORR SUMMARY    F5-UPDATE MENU
   F7-COND COMM & SRVG F8-GRADUATION INFO   F9-RESTORE SCREEN      F10-MAIN MENU
```

See next page for FOCUS elements.

TSMUBI60 - FOCUS Elements

A	LINPSNRE	DD	REASNRE3
B	LINPSNME	EE	REASNME3
C	LINPSNIR	FF	REASNDR3
D	LINPSNPG	GG	RECPOTEN
E	MATRE		
F	MATME		
G	MATWC		
H	MATDR		
I	LNWRKCPFY1		
J	LNRETTLFY1		
K	LNMACHRY1		
L	LNREFNFY1		
M	REASNWC		
N	REASNRE		
O	REASNME		
P	REASNDR		
Q	LNWRKCPFY2		
R	LNRETTLFY2		
S	LNMACHRY2		
T	LNREFNFY2		
U	REASNWC2		
V	REASNRE2		
W	REASNME2		
X	REASNDR2		
Y	LNWRKCPFY3		
Z	LNRETTLFY3		
AA	LNMACHRY3		
BB	LNREFNFY3		
CC	REASNWC3		

```
TSMUBI61                    RD BUSINESS AND INDUSTRY
                              LOAN REQUEST                    DATE:
                           GRADUATION INFORMATION             TIME:
****************************************************************************
NAME:                    CASE:                    FACID:          REQ NO:
                                                                  LOAN NO:


GRADUATION INFORMATION:
                    DATE              LOAN AMT      DISPOSITION
                                                   TYPE  GRADTYPE
INITIAL SCREENING: DTEGRADI
THOROUGH REVIEW  : DTEGRADT
GRAD REQUESTED   : DTEGRADR           AMTGRADR

GRAD DISPOSITION : DTEGRADD
                                                 A - GRAD IN PROCESS
REFINANCED       : DTEGRADU           AMTGRADU   B - GRAD REL FIN DETER
PAID OFF         : DTFLPD             GRDPOFF    C - GRAD REL OTHER DETER
                                                 X - ACCELERATED ACCOUNT
DO YOU WANT TO CLEAR ALL FIELDS TO START A NEW GRADUATION REVIEW? Y/N:


==============================================================================
F2-PREV REQ NO    F3-NEXT REQ NO    F4-APP/BORR SUMMARY    F5-UPDATE MENU
F7-SERVICING      F8-FINANCE INFO   F9-RESTORE SCREEN      F10-MAIN MENU
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TSMUBI65                          RD BUSINESS AND INDUSTRY
                                        LOAN REQUEST                         DATE:
                                  FINANCE OFFICE INFORMATION                 TIME:
     ***********************************************************************************
     NAME:                          CASE:                     FACID:            REQ NO:
     LOAN BALANCE: LOANBAL                   AS OF: DTLNBAL                     LOAN NO:
     LOAN PAYMENT STATUS: LNPAYSTI   AMOUNT: LNPAYSTA       LOAN MATURITY: DTLNMTUR
     GUARANTEED PORTION REPURCHASED:
       A/R NO.      AMOUNT REPURCHASED        DATE          A/R BALANCE        AS OF
      AR_NBR1     AMGPREPR              DTGPREPR       AR_BAL1         DTELSPMT1
      AR_NBR2     AMGPREPR2             DTGPREPR2      AR_BAL2         DTELSPMT2
      AR_NBR3     AMGPREPR3             DTGPREPR3      AR_BAL3         DTELSPMT3
      AR_NBR4     AMGPREPR4             DTGPREPR4      AR_BAL4         DTELSPMT4
      AR_NBR5     AMGPREPR5             DTGPREPR5      AR_BAL5         DTELSPMT5
      AR_NBR6     AMGPREPR6             DTGPREPR6      AR_BAL6         DTELSPMT6
      AR_NBR7     AMGPREPR7             DTGPREPR7      AR_BAL7         DTELSPMT7
      AR_NBR8     AMGPREPR8             DTGPREPR8      AR_BAL8         DTELSPMT8
      AR_NBR9     AMGPREPR9             DTGPREPR9      AR_BAL9         DTELSPMT9
      AR_NBR10    AMGPREPR10            DTGPREPR10     AR_BAL10        DTELSPMT10




     ==================================================================================
     F2-PREV REQ NO     F3-NEXT REQ NO      F4-APP/BORR SUMMARY   F5-UPDATE MENU
     F7-GRADUATION      F9-RESTORE SCREEN   F10-MAIN MENU
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APPENDIX K

EMPOWERMENT ZONE/ENTERPRISE COMMUNITY
AND
CHAMPION COMMUNITY CODES

Following is a list of designated Empowerment Zones/Enterprise Communities (EZ/EC) and Champion Communities (CC), including the EZ/EC/CC ID code, calendar year designated, and county and census tracts served by the EZ/EC or CC.

NOTE: Do not type hyphen in ID code when entering code on screen; hyphen will be system-generated.

Some areas served by an EZ/EC or Champion Community cross State lines. Also, some entities submitted more than one application covering a different service area; one application may have been selected as a designated EZ or EC and the other is listed as a Champion Community or none of the applications were selected as a designated EZ or EC and are listed as Champion Communities.

STATE	ID CODE	NAME	YEAR DESIG-NATED	COUNTY	CENSUS TRACT
KY	Z-159	Kentucky Highlands Investment Corporation	95	Clinton County	9701; 9702
				Jackson County	9601; 9602; 9603
				Wayne County	9801; 9804
MS	Z-045	Mid Delta Empowerment Zone Alliance (MDEZA)	95	Bolivar County	9502; 9503
				Holmes County	9501
				Humphreys County	9501
					9503
				Leflore County	9503
				Sunflower County	0001; 0002
				Washington County	
TX	Z-107	Rio Grande Valley Empowerment Zone	95	Cameron County	012301
				Hidalgo County	023101; 0245; 0246
				Starr County	9505
				Willacy County	9506

ENTERPRISE COMMUNITIES

AL	C-026	East Alabama Regional Planning and Development Commission	95	Chambers County	9537; 9540; 9541

STATE	ID CODE	NAME	YEAR DESIG-NATED	COUNTY	CENSUS TRACT
AL	C-113	Federation of Southern Cooperative/Land Assistance Fund	95	Greene County Sumter County	9744; 9745; 9746 9912; 9913; 9915
AR	C-084	East Central Arkansas Economic Development Corp.	95	Cross County Lee County Monroe County St. Francis County	9505 9702 9501 9601 9601; 9602; 9603
AR	C-020	Mississippi County, Arkansas EOC, Inc.	95	Mississippi County	0101; 0103; 0107; 0109; 0110; 0112; 0113
AZ	C-168	Arizona Department of Commerce (Arizona Border Region)	95	Cochise County Santa Cruz County Yuma County	0009 9964; 9962 0114; 0116
CA	C-035	Imperial County Community Economic Development	95	Imperial County	0101; 0104; 0119; 0120; 0121
CA	C-071	City of Watsonville	95	Santa Cruz County	110498
FL	C-089	Marianna Chamber of Commerce	95	Jackson County	9802; 9803; 9806; 9808
GA	C-211	Crisp/Dooly EZ/EC Coordinating Committee	95	Crisp County Dooly County	9802; 9803 9702; 9703
GA	C-216	Central Savannah River Area Regional Development Center	95	Burke County Hancock County Jefferson County McDuffie County Taliaferro County Warren County	9502; 9504; 9508 9801 9601; 9604 9502 9902 9703; 9704

STATE	ID CODE	NAME	YEAR DESIG-NATED	COUNTY	CENSUS TRACT
LA	C-115	Madision Parish Police Jury (Northeast Louisiana Delta)	95	Madison Parish	9601; 9602; 9603 9604
LA	C-215	Macon Ridge Economic Development Region, Inc.	95	Catahoula Parish Concordia Parish Franklin Parish Morehouse Parish Tensas Parish	9801; 9802 9901; 9902 9506 9504 9801; 9803
MI	C-162	FiveCAP, Inc.	95	Lake County	9604; 9605; 9606; 9607
MO	C-114	Epworth Bootheel Family Learning Center (City of East Prairie)	95	Mississippi County	9504
MS	C-140	North Delta Planning & Development District, Inc.	95	Panola County Quitman County Tallahatchie County	9501; 9502 9502; 9503 9502; 9503; 9504
NC	C-074	Halifax/Edgecombe/ Wilson Empowerment Alliance	95	Edgecombe County Halifax County Wilson County	0201; 0202 9908; 9909 0002; 0007; 000801
NC	C-189	Lumber River Council of Governments	95	Robeson County	9603; 9608; 9617; 9619; 9620
NM	C-067	La Jicarita Enterprise Community	95	Mora County Rio Arriba County Taos County	9552 9543; 9544; 9636 9528
OH	C-149	City of Portsmouth Community Development Department	95	Scioto County	9931; 9934; 9935; 9936; 9937; 9939
OK	C-234	Little Dixie Community Action Agency, Inc.	95	Choctaw County McCurtain County	9969; 9970; 9972; 9973 9987

STATE	ID CODE	NAME	YEAR DESIG- NATED	COUNTY	CENSUS TRACT
OR	C-085	Josephine County Community Services - Community Action Agency	95	Josephine County	3601; 361598; 3616
PA	C-155	City of Lock Haven	95	Clinton County	9706; 9707
SC	C-097	Williamsburg Enterprise Community	95	Florence County Williamsburg County	2201 9702; 9704; 9705; 9707 9708; 9709
SD	C-120	Beadle/Spink Enterprise Com- munity (BASEC)	95	Beadle County Spink County	9566 9561
TN	C-147	The Fayette/Haywood Enterprise Community Steering Committee	95	Fayette County Haywood County	0601; 0603; 0605; 0606 9803; 9804; 9805; 9808
TN	C-186	Scott County Executive Office	95	McCreary County, KY Scott County, TN	9601; 9602; 9603; 9604; 9750; 9752; 9753; 9754
VA	C-218	Economic Empowerment & Housing Corporation of the Eastern Shore	95	Accomack County Northampton County	9903; 9908 9902
WA	C-116	Lower Yakima County	95	Yakima County	0019; 002001
WV	C-133	Central Appalachia EZ	95	Braxton County Clay County Fayette Nicholas County Roane County	9681 9579; 9580; 9581 0205; 0206 9803 9630; 9631
WV	C-187	McDowell County Action Network	95	McDowell County	9536; 9539; 9540 9541; 9542; 9543; 9544

CHAMPION COMMUNITIES

STATE	ID CODE	NAME	YEAR DESIG-NATED	COUNTY	CENSUS TRACT
AK	T-013	Mat-Su Resource Conservation & Development, Inc.	95	Matanuska-Susitna Borough	9747; 9755
AK	T-171	Lower Kuskokwim Economic Development Council	95	Bethel Census Area Wade Hampton Census Area	951498; 9515 9712
AL	T-005	West Alabama Planning & Development Council	95	Pickens County	9877; 9879; 9881
AL	T-006	West Alabama Planning & Development Council	95	Bibb County	9514; 9516
AL	T-022	Lowndes County (Alabama) Commission	95	Butler County Lowndes County	9527; 9529; 9530; 9531 9533; 9534 9810; 9811; 9812
AL	T-039	Perry County Commission	95	Perry County	9868; 9869; 9870; 9871; 9872
AL	T-050	Bullock County Commission	95	Bullock County	9521; 9522; 9523; 9524
AL	T-078	Selma-Dallas Community Action Agency	95	Dallas County Wilcox County	9947; 9964; 9965; 9969; 9973 9948; 9950; 9951
AL	T-103	Hale Empowerment & Revitalization Organization	95	Hale County	9743; 9744; 9745; 9746; 9747; 9748; 9749
AL	T-219	Tuskegee University	95	Macon County	9814; 9815; 9816; 9817; 9818; 9820; 9822; 9823
AR	T-002	Crowley's Ridge Development Council, Inc.	95	Poinsett County	9901; 9907
AR	T-058	East Central Arkansas Economic Development Corp.	95	Crittenden County Cross County	0304; 0305; 030610; 0307; 0308; 0309; 0310; 0311 9501

STATE	ID CODE	NAME	YEAR DESIG- NATED	COUNTY	CENSUS TRACT
AR	T-183	East Central Arkansas Economic Development Corp.	95	Lee County St. Francis County	9703 9604; 9605; 9606
AR	T-065	Woodruff County Economic Development Council, Inc.	95	Woodruff County	9901; 9902
AR	T-091	Newton County Resource Council	95	Newton County	9801; 9802
AR	T-104	South Central Arkansas Community Action Authority	95	Columbia County Ouachita County Union County	9505 9506 9509; 9510
AR	T-136	Mid-Delta Community Services	95	Lee County Monroe County Phillips County	9704 9502; 9503 9802
AR	T-166	Southeast Arkansas Enterprise Community Partnership	95	Ashley County Chicot County Desha County Drew County	960198 9802 9503; 9504 9901; 9902
AZ	T-018	City of Eloy	95	Pinal County	0019; 0020
AZ	T-028	Greater Flagstaff Economic Council, Inc.	95	Coconino County	0008; 0010; 0011
CA	T-061	City of Shafter	95	Kern County	0039; 0040; 0041
CA	T-079	Kings Community Action Organization	95	Kings County	0011; 0013; 0016
CA	T-131	Planada Community Development Corporation	95	Merced County	001998
CA	T-150	Riverside County Economic Development Agency	95	Riverside County	045601; 045602
CA	T-153	City of Hollister	95	San Benito County	019830
CA	T-194	County of Humboldt	95	Humboldt County	0001; 0005; 0010; 0013

STATE	ID CODE	NAME	YEAR DESIG-NATED	COUNTY	CENSUS TRACT
CA	T-207	County of Fresno, Public Works & Development	95	Fresno County	0082,0083,008401
CA	T-222	Metropolitan Volunteer Ambulance Corps	95	Riverside County	0442; 0443
CA	T-233	General Financial Enterprises	95	San Diego County	9519
CO	T-015	City of Rocky Ford	95	Otero County	9877; 9880
CT	T-192	Town of Windham	95	Windham County	8001; 8003
FL	T-068	Highlands County Industrial Development Authority	95	Highlands County	9609; 9611; 9617
FL	T-077	Immokalee Foundation	95	Collier County	011203; 0113; 0114
Fl	T-082	Putnam County Chamber of Commerce, Inc.	95	Putnam County	9507; 9508
FL	T-101	City of Belle Glade	95	Palm Beach County	008001; 008002; 008201; 008202; 008301; 008302
FL	T-182	Hillsborough County City County Planning Commission	95	Hillsborough County	013902
GA	T-023	Camilla Chamber of Commerce	95	Baker County Mitchell County	9803; 9805; 9806; 9601 9802
GA	T-106	Rural Georgia Minority Business Council	95	Macon County	9801; 9802; 9803; 9804
GA	T-157	South Georgia Regional Development Center	95	Lowndes County Tift County	0108; 0109; 0110; 0113 9906; 9907
GA	T-179	City of Rome	95	Floyd County	0016
GA	T-193	City of LaGrange, Dept. of Community & Economic Development	95	Troup County	9606; 9607; 9608

STATE	ID CODE	NAME	YEAR DESIG- NATED	COUNTY	CENSUS TRACT
GA	T-223	Development Authority of Bryan County	95	Clay County Quitman County	9201;9202, 9203
GA	T-229	Southern Lower Chattahoochee Region Council of Governments	95	Clay County Quitman County Randolph County Stewart County	9601 9801 9901; 9902 9501; 9503
IA	T-073	Iowa Department of Economic Development	95	Webster County	0007; 0008
ID	T-124	City of Pocatello	95	Bannock County	0008; 0009; 001601
IL	T-010	City of Quincy	95	Adams County	0007; 0008
IL	T-017	Wabash Area Development, Inc.	95	Hamilton County Saline County White County	9731 9551; 9555; 9559 9580
IL	T-029	City of Carbondale	95	Jackson County	0108; 0109; 0111; 0112
IL	T-044	Wimberly & Associates	95	Pulaski County	9710; 9711
IL	T-048	Pembroke Township	95	Kankakee County	0110
IL	T-198	City of Cairo	95	Alexander County	9577; 9578; 9579
IL	T-199	City of Danville Department of Development Services	95	Vermilion County	0001; 0002; 0004; 0006
KS	T-095	City of Galena	95	Cherokee County	9585
KY	T-007	Buffalo Trace Area Development District	95	Cater County Lewis County Rowan County	9601; 9602 9901; 9902 9502; 9504
KY	T-008	Gateway Area Development District	95	Bath County Menifee County Rowan County Morgan County Wolfe County	9703 9601; 9602 9503 9501; 9502; 9503; 9504; 9505 9901; 9902; 9903

STATE	ID CODE	NAME	YEAR DESIG-NATED	COUNTY	CENSUS TRACT
KY	T-070	Flat Woods Community-Based Development Corp., Inc.	95	Clay County Leslie County Owsley County Perry County	9501; 9502; 9504; 9506 9801; 9802 9901; 9902; 9903 9701
KY	T-081	Kentucky River Area Development District I	95	Breathitt County Knott County Lee County Letcher County Perry County	9804; 9805 9603; 9604 9501 9503; 9504 9702; 9703
KY	T-125	Kentucky River Area Development District	95	Breathitt County Knott County Lee County Letcher County Perry County	9802; 9803; 9806 9605 9503; 0005 9506 9706; 9707
KY	T-090	Kentucky Communities Economic Opportunities Council	95	Knox County	9901; 9902; 9903; 9904; 9905; 9906; 9907; 9908
KY	T-145	Ozark Delta Regional Empowerment Commission	95	Fulton County, KY Lake County, TN New Madrid County, MO Pemiscot County, MO	9802 9601 9602; 9603 9701; 9702; 9703; 9704
KY	T-165	Big Sandy Area Development District	95	Floyd County Magoffin County Martin County Pike County	9808; 9810 9701; 9702; 9703; 9704 9501 9905
KY	T-172	City of Bowling Green	95	Warren County	0001; 0102; 0103
KY	T-195	Appalachian Foundation, Inc.	95	Elliott County Lawrence County	9801; 9802 9901; 9902; 9903; 9904 9905
KY	T-212	Lake Cumberland Area	95	Casey County Pulaski County Wayne County	9503; 9505 9909; 9910; 9911 9802; 9803; 9805; 9806

STATE	ID CODE	NAME	YEAR DESIG- NATED	COUNTY	CENSUS TRACT
LA	T-054	South Central Planning & Development Commission	95	Assumption Parish	050198; 0505
				St. Charles Parish	0626
				St. James Parish	0404; 0405; 0406
				St. John the Baptist Parish	0709; 0711
				Terrebonne Parish	0013
LA	T-072	Clifton Choctaw Reservation, Inc.	95	Rapides Parish	0106
LA	T-100	St. Tammy Community Housing Resource Board	95	St. Tammany Parish	040501; 040502; 040704; 0409; 041103
LA	T-102	Delta Economic Energy District, Inc. (Deed)	95	Chicot County, AR	9801; 9803; 9804 980598
				East Carroll Parish, LA	9901
				Washington County, MS	0005; 0006; 0010; 0011
LA	T-110	Delta Economic Energy District, Inc. (Deed)	95	East Carroll Parish	9902
				West Carroll Parish	9801; 9803
				Richland Parish	9705
LA	T-105	Boyce Economic Development Committee	95	Grant Parish	0202; 0203
				Natchitoches Parish	0909
				Rapides Parish	0105
LA	T-112	City of Opelousas	95	St. Landry Parish	9613; 9614; 9615; 9616
LA	T-119	City of Plaquemine	95	Iberville Parish	9530; 9531; 9529
				Ascension Parish	0308; 0309; 0310
LA	T-152	Southern Mutual Help Association Inc	95	St. Mary Parish	0410; 0411
LA	T-160	St. Landry Economic Inducement District	95	St. Landry Parish	9601; 9602; 9603; 9606; 9607; 9609
LA	T-164	St. Mary Community Action Agency, Inc.	95	St. Mary Parish	0416
LA	T-169	Capital Regional Planning Commission	95	Iberville Parish	9526; 9527
				Pointe Coupee Parish	9519; 9520; 9521
				West Feliciana Parish	9518

STATE	ID CODE	NAME	YEAR DESIG-NATED	COUNTY	CENSUS TRACT
LA	T-170	Northeast Acadia Development corporation (NADCD)	95	Acadia Parish St. Landry Parish	9601;9605;9607 9612;9619
LA	T-173	Town of Cullen	95	Webster Parish	0312
LA	T-221	Project Celebration, Inc.	95	Sabine Parish	9801; 9802; 9803; 9805; 9806; 9807
LA	T-226	City of Covington	95	St. Tammany Parish	040501
ME	T-51	City of Lewiston	95	Androscoggin County	0201; 0204
MN	T-038	Northwest Technical College, Custom Training Services	95	Beltrami County Pennington County Todd County Wadena County	9506; 9507 9904 9902 980298
MO	T-031	City of Salem	95	Dent County	9603; 9604
MO	T-034	City of Rich Hill	95	Bates County	9704
MO	T-055	Bootheel Regional Planning & Development Comm.	95	Dunklin County	9601; 9604; 9605; 9606; 9608; 9610
MO	T-096	West Central Missouri Community Action Agency	95	Benton County Henry County Hickory County	9606 9504 9701
MO	T-142	City of Kirksville	95	Adair County	9503; 9505; 9506; 9507; 9509
MO	T-163	Ripley County	95	Butler County Ripley County	9505; 9507; 9509 9702; 9703; 9704
MO	T-176	City of Sikeston	95	Scott County	9807; 9809
MS	T-004	Town of Edwards	95	Hinds County	0106
MS	T-009	Holly Springs/Marshall County	95	Marshall County	9501; 9503; 9504; 9505
MS	T-014	Madison County Human Resource Agency	95	Madison County	0303; 0304; 0305; 0309; 0310

STATE	ID CODE	NAME	YEAR DESIG-NATED	COUNTY	CENSUS TRACT
MS	T-025	Meridian/Lauderdale County Partnership	95	Lauderdale County	0001;0002;0004;0006; 0007;0102
MS	T-036	Holmes/Humphreys/ Madison Enterprise Community	95	Holmes County Humphreys County Madison County	9502; 9503; 9504; 9505 9502; 9503 0306
MS	T-075	Washington County Economic	95	Washington County	0003;0004;0013;0016; 0017;0019;0020;0022
MS	T-086	Greenwood-Leflore Enterprise Community	95	Leflore County	9501; 9502; 9504; 9507; 9508; 9509
MS	T-088	Arkansas-Mississippi Tri-County Empowerment Corp.	95	Phillips County, AR Coahoma County, MS Quitman County,MS	9804; 9805; 9806 9501; 9503; 9507 9501
MS	T-108	Alcorn State University - Cooperative Extension Program	95	Claiborne County Jefferson County	9502; 9503 9501; 9502
MS	T-143	City of Hattiesburg	95	Forrest County	0001; 0003; 0004; 0005; 0006; 0009; 0010; 0105
MS	T-151	Town of Utica	95	Hinds County	0113
MS	T-174	Yazoo Community Action, Inc.	95	Yazoo County	9501; 9502; 9503; 9504; 9505; 9506
MS	T-203	Natchez-Adams County Economic Development Authority	95	Adams County	0001; 0002; 0003; 0004; 0008
MS	T-213	Bolvar/Sunflower Counties Enterprise Community	95	Bolivar County Sunflower County	9504; 9505; 9507 9502
MS	T-217	Kemper County Economic Development Authority	95	Kemper County	9501; 9502
MS	T-241	Tunica County, North Delta Planning & Development District, Inc.	95	Tunica County	9501; 9502

STATE	ID CODE	NAME	YEAR DESIG-NATED	COUNTY	CENSUS TRACT
NC	T-201	Columbus County Economic Development Commission	95	Columbus County Horry County	9906; 9907; 9909; 9912 0201; 0202; 0301
NC	T-202	Anson County	95	Anson County	9804
NC	T-209	Northeastern North Carolina Economic Development Commission	95	Bertie County Hertford County Martin County Pasquotank County Tyrrell County	9602;9603 9504 9704 9601;9603 9601
NC	T-210	County of Warren	95	Warren County Halifax County Northampton County	9502; 9504 9910; 9911 9803
NC	T-214	Town of Boone	95	Watauga County Madison County	9804; 9805; 9806 0103; 0104
NE	T-052	City of Scottsbluff	95	Scotts Bluff County	9537
NE	T-117	City of Kearney	95	Buffalo County	9696
NE	T-123	Chadron/Dawes County Economic Development Corp.	95	Dawes County	9507
NC	T-220	Stewart's Creek Township	95	Harnett County	0706
NJ	T-228	Cumberland County Dept. of Planning and Development	95	Cumberland County	0102
NM	T-040	City of Hobbs	95	Lea County	0001; 0002; 0003; 0004
NM	T-041	City of Lordsburg	95	Hidalgo County	9882
NM	T-080	Eastern Plains Council of Governments	95	Curry County Roosevelt County	0001; 000202;0004; 0005 9591
NM	T-098	Northwest New Mexico Council of Governments	95	Cibola County McKinley County	9742; 9744 9732

STATE	ID CODE	NAME	YEAR DESIG-NATED	COUNTY	CENSUS TRACT
NM	T-109	Economic Development Division, Roswell Chamber	95	Chaves County	0100; 0300; 0400; 0500; 0600; 1300; 1400
NM	T-129	City of Las Vegas	95	Guadalupe County San Miguel County	9618 9573; 9574
NM	T-134	Dona Ana County	95	Dona Ana County	1400; 1600; 1800
NM	T-135	City of Lovington	95	Lea County	001002
NM	T-158	City of Sunland Park	95	Dona Ana County	0010; 0017
NM	T-200	Salt Missions Trail Main Street	95	Torrance County	9633
NM	T-204	City of Deming	95	Luna County	6200; 6300; 6400; 6600
NY	T-227	The Institute for Human Services, Inc.	95	Steuben County	9618; 9620; 9621; 9622
NY	T-236	City of Norwich	95	Chenango County	9903; 9904
NY	T-237	Partnership for Economic Development in Sullivan County, Inc.	95	Sullivan County	9519
NY	T-240	City of Dunkirk and Chautauqua Opportunities, Inc.	95	Chautaugua County	0355; 035902
OH	T-046	Regional Development Finance Authority	95	Montgomery County	0602; 0603; 0702; 0703
OH	T-047	Tri-County Community Action Agency	95	Athens County	9726; 9727; 9728; 9729; 9731; 9732; 9735

STATE	ID CODE	NAME	YEAR DESIG-NATED	COUNTY	CENSUS TRACT
OH	T-130	Ohio Valley Regional Development Commission	95	Adams County Scioto County Lawrence County	9226; 9928; 0503; 0507; 0508
OK	T-032	Tri-City 6006	95	Logan County	6006
OK	T-033	Ada Area Community Development Corporation	95	Pontotoc County	9891; 9892
OK	T-144	City of Altus	95	Jackson County	9687
OK	T-146	City of Muskogee	95	Muskogee County	0002; 0003; 0004; 0005; 0006; 0007
OK	T-178	Logan County Economic Development Council	95	Logan County	6002
OK	T-197	Great Plains Economic Development Association	95	Harmon County Tillman County	9676 9706; 9704
OK	T-238	Smith/Smith Comprehensive Health Care Corporation	95	Okfuskee County	9806; 9807; 9808; 9809; 9810
PA	T-043	Clarion University of Pennsylvania	95	Clarion County	9906
PA	T-066	City of New Castle	95	Lawrence County	0004; 0005; 0006; 0009
PA	T-154	Northwest Pennsylvania Regional Planning and Development Commission	95	Venango County	2003; 2007
PA	T-156	Fayette County Board of Commissioners	95	Fayette County	2612; 2614; 2615; 2626

STATE	ID CODE	NAME	YEAR DESIG- NATED	COUNTY	CENSUS TRACT
SC	T-027	Denmark Community Outreach Enterprise Committee	95	Bamberg County	9601
SC	T-083	Penn Center	95	Beaufort County	0011
SC	T-099	Allendale-Barnwell Redevelopment Program	95	Allendale County	9701; 9702; 9703; 9704; 9705
				Barnwell County	9702; 9705
SC	T-121	The Greater Orangeburg Enterprise Community Coalition	95	Orangeburg County	0106; 0108; 0111; 0112; 0113; 0115
SC	T-126	Santee-Lynches Regional Council of Governments	95	Clarendon County	9603; 9605; 9608
				Lee County	9803; 9806
				Sumter County	0001; 000202
SC	T-148	Marion County	95	Marion County	9501; 9503; 9504; 9506; 9507; 9508
SC	T-181	Eastern Orangeburg Enterprise Community	95	Orangeburg County	0102; 0103; 0104
SC	T-190	Lowcountry Council of Governments	95	Beaufort County	0001
				Colleton County	9703
				Hampton County	9804; 9805
				Jasper County	9502
TN	T-001	Johnson County Chamber of Commerce	95	Johnson County	9561; 9562; 9563; 9564
TN	T-003	City of Covington	95	Tipton County	0407
TN	T-011	Africa in April, Inc.	95	Hardeman County	9501; 9502; 9503; 9504; 9505; 9506; 9507
TN	T-019	First Tennessee Development District	95	Bell County, KY	9605; 9608; 9609
				Hancock County, TN	9601; 9602; 9603; 9604 9904; 9905; 9906
				Lee County, VA	9604
TN	T-024	City of Athens	95	McMinn County	9702

STATE	ID CODE	NAME	YEAR DESIG- NATED	COUNTY	CENSUS TRACT
TN	T-060	City of Paris	95	Henry County	9693; 9694
TN	T-127	Regional Education and Community Health Services, Inc.	95	Campbell County, TN	9501; 9502; 9503
				Whitley County, KY	9805; 9806; 9807; 9808
				Bell County, KY	9610
TN	T-188	Norris Lake Enterprise Community	95	Claiborne County	9701; 9707; 9709
				Union County	040201; 0403
TX	T-016	Pecos County	95	Pecos County	9503
TX	T-021	Quanah Economic Development Corporation	95	Hardeman County	9501
TX	T-030	City of Terrell	95	Kaufman County	0505
TX	T-037	Jim Wells County Master Planning Association	95	Jim Wells County	9501; 9504; 9505; 9506; 9507
TX	T-049	City of Luling	95	Caldwell County	9607
TX	T-053	Mitchell County Board of Economic Development	95	Mitchell County	9501; 9502; 9503
TX	T-056	Marion County	95	Marion County	9501; 9502; 9503; 9504
TX	T-059	Middle Rio Grande Development Council	95	Uvalde County	9505
				Val Verde County	9503; 9507
				Zavala County	9503
TX	T-063	Duval County Commissioners Court	95	Duval County	9501; 9502
TX	T-064	South Texas Development Council	95	Webb County	001801; 001802

STATE	ID CODE	NAME	YEAR DESIG- NATED	COUNTY	CENSUS TRACT
TX	T-076	City of Gonzales	95	Gonzales County	9903; 9904
TX	T-087	Jarvis Christian College	95	Wood County	9503; 9504; 9505; 9506; 9507; 9508
TX	T-092	Dimmit County Commissioners Court	95	Dimmit County	9501; 9502
TX	T-093	City of Eagle Pass	95	Maverick County	9502; 9503; 9504; 9506
TX	T-094	Buena Vista Independent School District	95	Pecos County	9502
TX	T-118	City of Presidio	95	Presidio County	3395
TX	T-122	City of Marshall	95	Harrison County Panola County	0201; 0204 9501; 9506
TX	T-128	City of Burnet	95	Burnet County	9603
TX	T-161	El Paso County	95	El Paso County	010401; 010403; 0010404 0105
TX	T-167	Medina Economic Development Foundation	95	Frio County Median County	9502; 9503 9904; 9907
TX	T-191	Brazos Valley Development Council (City of Brian Enterprise Community)	95	Brazos County Madison County Robertson County	0005; 000603 9801 9601; 9602; 9605
TX	T-239	Ector County	95	Ector County	0022; 0027
VA	T-012	New River Valley Planning District Commission	95	Radford City Montgomery County	0101 0207; 0202; 0203
WA	T-177	Grant County Community Action Council	95	Grant County	9806; 9808; 9814

STATE	ID CODE	NAME	YEAR DESIG- NATED	COUNTY	CENSUS TRACT
WV	T-137	Mingo County Commission	95	Mingo County	9571;9572;9573;9574; 9575;9576
WV	T-138	Wyoming County Commission	95	Wyoming County	9530; 9577; 9529
WV	T-139	City of Fairmont	95	Marion County	0201; 0202; 0205
WV	T-184	P.R.I.D.E. in Logan County, Inc.	95	Logan County	9561; 9562; 9565; 9566; 9567
WV	T-185	Webster County Commission	95	Webster County Nicholas County	9701; 9702; 9703; 9805
WV	T-196	City of Morgantown	95	Monongalia County	0101; 0102; 0103
WV	T-205	Lincoln County Economic Development Authority, Inc.	95	Lincoln County	9554; 9555; 9556; 9557; 9558
WV	T-206	Barbor County Development Authority	95	Barbour County	9655; 9656; 9657; 9658

STATE	ID-CODE	NAME	YEAR DESIG
AK	T-318	Northwest Arctic Borough	99
AK	C-317	Metlakatla Indian Community	99
AK	T-319	Assoc. of Village Council Presidents, Inc.	99
AK	T-320	Delta/Greely Community Coalition	99
AK	T-316	Kaweerak, Inc.	99
AL	T-342	Hale County	99
AL	T-340	Perry County	99
AL	T-359	Bullock/Macon EZ	99
AR	T-393	North Arkansas Human Services Systems, Inc.	99
AR	T-396	Eastern Arkansas Enterpirse Community	99
AZ	T-280	Town of Parker/Colorado River Indian Tribes	99
AZ	T-428	Arizona Border Region Enterprise Community	99
AZ	T-343	Yuma Alianza Regional Rural EZ	99
AZ	C-323	Four Corners Empowerment Zone (Navajo Nation)	99
CA	C-363	Cities of Orange Cove, Huron & Parlier	99
CA	T-344	Merced County	99
CA	T-361	Imperial County	99
CA	T-414	I-5 Business Development Corridor, Inc.	99
CA	T-412	Hoopa Valley Tribe	99
CA	Z-150	Riverside County Economic Development Agency	99
CA	T-435	Karuk Tribe Housing Authority	99
CA	T-328	County of Kern	99
CA	T-079	Kings Community Action Organization	99
CO	T-395	Conejos County, Colorado	99
CO	T-288	City of La Junta	99
FL	T-307	Gadsden County Extension Service	99
FL	T-339	Madison County	99
FL	T-315	Putnam County Chamber of Commerce	99
FL	T-345	Glades Communities' Rural EZ	99
FL	T-407	DeSoto County Economic Development Council	99
FL	T-068	Highlands County Industrial Development Authority	99
FL	T-293	Hamilton County Board of County Commissioners	99
FL	T-399	Hardee County	99
FL	T-341	Okeechobee Development Authority	99
FL	C-374	Community Foundation of Collier County	99
GA**	Z-279	Crisp/Dooly Enterpirse Community Cordele	99
GA	T-385	Okefenokee Empowerment Boad Waycross	99
GA	T-409	21st Century Empowerment Zone, Sylvester Inc.	99
GA	T-333	ABC Empowerment Zone Initiative	99
GA	T-270	So Lower Chattahoochee COG	99
GA	T-445	CSRA Regional Development Center	99
HI	T-332	Kaual Empowerment Zone Coalition	99
HI	C-380	Molokai Community Service Council	99

HI	T-278	District of Kau	99
IA	T-425	Hancock County Economic Development Group	99
ID	T-302	Shoshone-Bannock Tribes	99
IL	T-017	Wabash Area Developmennt, Inc.	99
IL	T-400	Village of Hopkins Park and Pembroke Township	99
IL	Z-312	Southernmost Illnois Delta EZ Steering Committee	99
IN	C-321	Town of Austin	99
IN	T-436	Grissom Redevlopment Authority	99
KS	T-331	Morton County Kansas	99
KS	T-355	Haskell County	99
KS	T-354	Barton County	99
KS	T-377	Stanton County	99
KS	T-420	City of Junction City	99
KS	T-378	City of Liberal	99
KS	T-376	Ness County Economic Development	99
KS	T-334	Wichita County Economic Development, Inc.	99
KY	T-375	Owsley County Action Team	99
KY	T-277	Lake Cumberland Area Development District, Inc.	99
KY	T-008	Buffalo Trace Area Development District	99
KY	C-172	City of Bowling Green	99
KY	T-347	Mamoth Cave Area EZ	99
KY	T-384	Gateway Area Development District	99
LA	T-387	Northeast Louisianan Delta Empowerment Zone	99
LA	T-416	St. Mary Community Action Association Committee, Inc.	99
LA	T-298	Communities Collaborating for Economic Development	99
LA	T-388	Poverty Point Empowerment Zone	99
LA	T-160	City of Opelousas	99
LA	T-226	City of Covington	99
LA	T-437	Macon Ridge Economic Development Region, Inc.	99
ME	T-369	Northern Main Development Commission	99
ME	C-051	City of Lewiston	99
MI	T-373	Clare County Board of Commissioners	99
MO	T-326	City of Kirksville/Adair County	99
MO	T-346	East Prairie/City of Charleston	99
MO	T-322	City Kennett	99
MO	T-330	Pulaski County	99
MO	T-031	City of Salem	99
MO	T-292	Pemiscot County Commission	99
MS	T-351	Adams, Claiborne, Jefferson, & Wilkinson Co, Rural EZ	99
MS	T-362	Edwards, Utica, Bolton Alliance	99
MS	T-427	Greenwood-Leflore Champion Community, Inc.	99
MS	T-411	Marshall County/Holly Springs	99
MS	T-281	Kemper County Economic Development Authority	99
MS	T-443	Bolivar/Sunflower EZ	99
MT	C-423	Fort Peck Assiniboine and Sioux Tribes	99
MT	T-447	Blackfeet Planning Department	99

NC	T-430	Southeastern Community College (Columbus County)	99
NC	T-299	Eastern Band of Cherokee Indians	99
NC	T-413	Enterpise Alliance of Halifax, Edgecombe, & Wilson Co	99
NC	T-438	Roanoke electric Membership Cooperative	99
NC	T-440	Robeson Enterpirise Community Development Corp. Inc.	99
ND	T-392	Northwest Jobs Development Authority	99
ND	T-402	Turtle Mountain Band of Chippewa	99
ND	Z-309	Lake Agassiz Regional Development corporation	99
ND	T-337	Dakota Partners for Rural Revitalization	99
NE	T-379	Santee Sioux Tribe	99
NE	T-415	Winnebago Tribe of Nebraska/Winnebago EZ Corp.	99
NM	T-421	La Jicarita Enterprise Community	99
NM	T-424	San Miguel County	99
NM	T-418	Clovis Alliance Development Org/Hispano Business Council	99
NM	T-397	Golden Spread rural/Frontier Coalition	99
NM	C-204	City of Deming	99
NM	T-441	Western Socorro County Empowerment Zone	99
OK	T-370	Town of Buffalo	99
OK	C-364	Tri-County Indian Nations CDC	99
OK	T-372	Washita County 2000, Inc.	99
OK	T-349	Action, Inc.	99
OK	T-308	Southeast Oklahoma Rural EC	99
OR	T-329	Southern Oregon Empowerment Zone	99
OR	T-434	Sherman County	99
PA	T-348	Fay-Penn Economic Development Council	99
PA	T-417	Northern Tier Community Action Corporation	99
SC	T-403	Denmark Community Outreach Enterprise Committee	99
SC	C-382	Allendale County	99
SC	T-433	Williamsburg Enterprise Community Commission, Inc.	99
SC	T-350	City of Lake City	99
SC	T-446	Lowcountry Regional Community Partnership, Inc.	99
SC	T-313	Marlboro County Interagency Council	99
SD	T-297	The Lower Brute Sioux Tribe	99
SD	T-306	Day County	99
SD	T-294	Rosebud Sioux Tribe	99
SD	Z-295	Oglala Sioux-Pine Ridge	99
SD	T-408	County-Reservation Empowerment Advisory Team (CREATE)	99
TN	T-406	Children & Family Services, Incorp., Covington, TN	99
TN	T-405	Fayette County/Haywood County EZ Steering Committee	99
TN	C-386	Clinch-Powell RC&D Council	99
TN	T-327	Appalachian United Vision	99
TN	T-410	Scott County Executive's Office	99
TN	T-300	Tenntucky 4	99
TN	T-442	Wayne/Lewis EZ Steering Committee	99
TX	T-439	Duval County	99
TX	T-426	City of Palacios Economic Development Corporation	99

TX	T-419	Panhandle Regional Planning Commission	99
TX	C-389	Middle Rio Grand (FUTURO) EZ	99
TX	T-161	El Paso County	99
UT	T-304	Uintah County	99
VA	T-360	Accomack-Northampton EC	99
WA	T-422	Lower Yakima County Rural Enterprise Community	99
WA	T-431	Confederated Tribes & Bands of the Yakama Indian Nation	99
WA	C-390	Tri-County Rural EZ	99
WI	C-394	Northwoods Niji Empowerment Zone	99
WI	T-429	Bad river Band of Lake Superior Chippewa	99
WV	T-287	Barbour County Office for Economic Development	99
WV	T-137	Mingo County Commission	99
WV	T-335	McDowell County Action Network, Inc. (McCAN)	99
WV	T-286	Wyoming County EZ/EC	99
WV	T-324	Lincoln Economic Development Authority	99
WV	T-325	Webster Springs Main Street	99
WV	T-139	City of Fairmont	99
WV	C-276	Upper Kanawha Valley	99
WV	T-310	Mid-Ohio Valley Regional Planning and Development Council	99
WV	T-306	Central Appalachia Empowerment Zone	99
WV	T-184	P.R.I.D.E. In Logan County, Inc.	99
WV	T-432	Tri-County Empowerment Zone	99
WY	T-338	N. Arapaho & E. Shoshone Business Councils	99

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